**Northern Education Trust**

Post: Welfare and Attendance Officer

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **QUALIFICATIONS** | | | | |
| 1. | 5 GCSE’s or equivalent, including English and Maths | E | ✓ |  |
| 2. | First degree or NVQ Level 4 in social work, teaching, counselling, psychology or youth and community work or other work related to work with children and/or relevant experience | D | ✓ |  |
| 3. | Post qualifying training in social work, counselling or other professional development areas relevant to working with families/parents/children and young people | D | ✓ |  |
| 4. | Willingness to obtain and / or enhance qualifications and training for development in the post | E | ✓ |  |
| 5. | Up to date training on safeguarding | D | ✓ |  |
| 6. | Evidence of relevant continuous professional development and training | D | ✓ |  |
| **EXPERIENCE** | | | | |
| 7. | Experience of using social work or counselling approach to working with parents and children | D | ✓ | ✓ |
| 8. | Experience of accuate record keeping and report writing | E | ✓ | ✓ |
| 9. | Experience of working in the education system and in multi-agency settings | D | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
| 10. | Excellent communication and listening skills | E | ✓ | ✓ |
| 11. | Excellent negotiating skills | E | ✓ | ✓ |
| 12. | Excellent organisational skills and time management skills to ensure procedures are systematically followed resulting in high quality, accurate outcomes and reports | E | ✓ | ✓ |
| 13 | Knowledge of different approaches to working with children who are struggling to manage their behaviour (Including working with children’s parents) | E | ✓ | ✓ |
| 14. | The ability to operate with absolute discretion and confidentiality at all times | E | ✓ | ✓ |
| 15. | Ability to undertake assessments and write reports to a high standard | E | ✓ | ✓ |
| 16. | Knowledge of the legislative framework that underpins the work of supporting families and schools, including SEND, attendance and behaviour | E | ✓ | ✓ |
| 17. | Knowledge of safeguarding principles and legislation | E | ✓ | ✓ |
| 18. | Ability to build effective working relationships with parents, external agencies, children and colleagues at all levels | E | ✓ | ✓ |
| 19. | Ability to work individually or as part of a team | E | ✓ | ✓ |
| 20 | Ability to effectively line manage other staff to maximise outcomes for children and the academy | D | ✓ | ✓ |
| **PERSONAL QUALITIES** | | | | |
| 21. | A strong commitment to the Trust values and ethos | E | ✓ | ✓ |
| 22. | Commitment to support the Trust’s policy for safeguarding and equality and diversity | E | ✓ | ✓ |
| 23. | A flexible approach and a strong work ethic | E | ✓ | ✓ |

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.