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| KCC NEW LOGO | **Kingsthorpe College**  Attendance and Welfare Officer |  |

Person Specification

The Collaborative Academies Trust (CAT) is an expanding sponsor of academies. It is run and led by a highly skilled and experienced team of educationalists working with secondary, primary and special schools. It works in collaborative partnership with the Local Governing Body and the Principal. The Trust and Governing Body of Kingsthorpe College are committed to safeguarding and promoting the welfare of children and young persons and ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

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|  | **Essential**  **It is essential candidates can**  **provide evidence of:** | **Desirable**  **It is desirable candidates can provide evidence of:** |
| **Education, Training and Qualifications** | A good level of general education to at least GCSE level or NVQ Level 2 or equivalent.  GCSE English and Maths at Grade C or above. | Higher Education e.g. A Levels, degree level or equivalent, CIPD or working towards, or significant training and experience in a relevant post.  IT qualification. |
| **Experience/Skills**  **And Abilities** | High level of literacy and numeracy.  Knowledge and experience of early help assessments and previous experience working with external agencies to ensure positive impact for young students.  Good working knowledge of Microsoft Office including Word and Excel.  The ability to work independently and on their own initiative. Ability to work calmly under pressure, prioritise and work to deadlines.  A high level of efficiency with the ability to maintain accurate and confidential records.  Experience of improving students’ attendance.  Ability to work constructively as part of a team.  Ability to deal with difficult situations, maintain discretion and be capable of working with highly sensitive information.  Ability to maintain a flexible and confidential approach to all aspects of the post.  Understand and network with multi agencies.  Commitment to delivering a positive ‘customer’ experience.  Willingness to participate in self-development opportunities and further training.  Ability to establish effective working relationships with students and their families to encourage a positive link between home and the College. | Knowledge and compliance to keeping children safe in education.  Experience of the Schools Information Management System  (SIMS).  Experience and knowledge of data protection.  Ability to work strategically and to review the impact of attendance.  Practical experience of participating in procedural meetings and note taking.  To have a good strategic understanding of the changing safeguarding needs of the local area and be able to address these with interventions.  Organise and lead on Early Help Assessments to ensure timely interventions.  Willingness to be flexible with working hours if required to respond to the needs of the College. |
| **Written application** | A well-constructed, legible application. |  |
| **Communication** | Ability to communicate effectively to a wide range of different audiences, both orally and in writing, including the ability to promote the College.  Ability to assist line managers in developing best practice and ensure policy compliance. |  |
| **Relationships** | An ability to establish good working relationships with staff and other stakeholders and to form and maintain appropriate relationships and personal boundaries with students.  Ability to be a representative of the College. |  |
| **Equal Opportunities** | An understanding of issues regarding equal opportunities for all. | Examples of good practice from their own experience. |
| **Appearance** | Accept the College dress code and dress professionally in accordance with the culture of the organisation. |  |
| **Criminal Record Check** | Provide information to process full Criminal Record Bureau disclosure. |  |

**Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.**