Person Specification

**Education Welfare Officer**

**(Full-Time Position)**

**Salary:** £20,000 - £30,000

**Work Hours:** 9am to 5pm (with an expectation that out of hours are worked when necessary to achieve objectives)

**Location:** Cornerstone House, 14 Willis Road, Croydon CR0 2XX

**Reporting to**: Headteacher

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|  | **ESSENTIAL** | **DESIRABLE** |
| **RELEVANT EXPERIENCE** | 1. To have a minimum of 1 years’ experience working with children who have complex SEN needs and their families in a school environment 2. An ability to work under pressure and determination to succeed 3. Experience working with young people and their families in places including but not limited to: children’s homes, nurseries, family refuge centres, probation services, family community centres, mental health services, and youth projects 4. An understanding of legislation relating to AP attendance; an ability to keep up to date with new legislation and guidance and advise others, where appropriate 5. A knowledge and understanding of the education system and local education authorities 6. Experience of working constructively with service users, carers, and other professionals | 1. To be experienced and talented working with challenging young people and adults from a variety of backgrounds, and to have a track record of success in engaging this client group to achieve positive destinations 2. To have substantial experience (5+) in a variety of environments with a variety of student ages and needs 3. To have experience of developing staff around through CPD 4. To have experience of leading development within a team 5. An ability to be versatile 6. Has a willingness to study for further appropriate professional qualifications if necessary |
| **SKILLS AND KNOWLEDGE** | 1. Excellent written and verbal communication skills. 2. To have a good degree in the relevant area of application 3. A minimum of a Level 2 qualification/Grade C in English Language & Mathematics 4. A degree in social work or social sciences or equivalent in childcare, counselling, youth work, or education 5. A strong ability to work as a leader and as a team player concurrently 6. IT skills necessary to undertake all administrative and reporting requirements. 7. An ability to manage workload to meet a range of conflicting deadlines. 8. Practical problem-solving and negotiating skills and an ability to suggest options and alternatives. 9. An ability to plan and resource effective interventions to meet objectives 10. An ability to work with challenging families and be assertive but understanding, as appropriate 11. To have a knowledge of safeguarding procedures 12. Adaptable to changing demands and challenging behaviour/complex relationships | 1. To have SEN/SEND training 2. An up-to-date knowledge of relevant legislation 3. To have an ability to appropriately involve young people in decision making 4. A proven track record of innovation coupled with a desire to further improve outcomes for young people and their families |
| **DISPOSITION** | 1. An interest in the needs and concerns of young people with internal and external barriers to success 2. A motivation to work with children and young people and families 3. Sensitivity to people of different educational, economic, or cultural backgrounds 4. To be someone who prides themselves on working well in pressurised environments, being honest and open, dynamism, efficiency, and pro-activeness 5. To have the ability to form and maintain appropriate relationships and personal boundaries with children and young people and families 6. To have a positive attitude to the use of authority and maintaining discipline 7. A strong commitment to the values and ethos of The Write Time 8. To be patient and flexible 9. To be encouraging, of a positive mind-set, supportive and a willing listener 10. To have an ability to take constructive feedback to improve the mentoring relationship 11. To be dynamic, creative, energetic and willing to communicate ideas 12. A passion for teaching and frequently going above and beyond the call of duty to best support the people that The Write Time work with | 1. A sense of humour and a positive outlook on life 2. An ability to work under sustained pressure and a determination to succeed 3. To have a commitment to the value and promotion of vocational and work-related learning 4. To have substantial stamina and be in good health 5. To have a calm demeanour 6. To have a flexible approach to teaching and a willingness to learn 7. To have an even handed approach in all matters |