**Person Specification**

**Welfare Officer**

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| **Knowledge, skills and experience requirements for the post**. | | |
| Qualifications | Essential | Desirable |
| Qualifications/training in social work, teaching, mentoring, counseling, psychology or youth and community work or other area related to work with children. |  | ✓ |
| Training in child safeguarding |  | ✓ |
| First aid qualification |  | ✓ |
| Willingness and ability to obtain and/or enhance qualifications and training for development in the post. | ✓ |  |
| Experience | **Essential** | **Desirable** |
| Experience of mentoring children | ✓ |  |
| Experience of working within safeguarding/child protection |  | ✓ |
| Record keeping | ✓ |  |
| Report writing | ✓ |  |
| Experience of working in the education system | ✓ |  |
| Experience of working in multi-agency settings |  | ✓ |
| Skills | **Essential** | **Desirable** |
| Knowledge of:   * pastoral systems * approaches to working with parents of disaffected students * positive approaches to empowering and enabling students and parents/carers to help themselves | ✓ |  |
| Highly developed verbal and written communication skills | ✓ |  |
| Ability to undertake assessments and write reports to a high standard | ✓ |  |
| Knowledge of safeguarding principles and legislation |  | ✓ |
| Good organisational skills and ability to prioritise own workload | ✓ |  |
| Negotiation skills |  | ✓ |
| Good IT skills; able to use Word, Excel, Powerpoint competently | ✓ |  |
| **Other** | **Essential** | **Desirable** |
| A positive, ‘solution-focused’ approach | ✓ |  |
| Commitment to anti-discriminatory practice | ✓ |  |
| Articulate and confident | ✓ |  |
| Ability to work individually or as part of a team | ✓ |  |
| Committed to offering students opportunities for enrichment outside the classroom | ✓ |  |