**Person Specification**

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| **Job Title: Welfare Officer** | **Salary:GR2** | **Location: City Academy Birmingham, B15 2EF** |

**The Personnel Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.**

**All posts will be subject to a DBS clearance at Enhanced level.**

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|  | **Essential** | **Desirable** |
| **Education, Training and Qualifications**   |  | | --- | | * Qualifications/training in social work, teaching, mentoring, counseling, psychology or youth and community work or other area related to work with children. | |  | X |
| **Experience, Knowledge, Skills & Competencies**   |  | | --- | | * Training in child safeguarding * First aid qualification * Willingness and ability to obtain and/or enhance qualifications and training for development in the post * Full clean drivers licence * 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 mutli-agency settings * 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 organizational skills and ability to prioritise own workload * Negotiation skills * Good IT skills; able to use Word, Excel, Powerpoint competently   **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 | | X  X  X  X  X  X  X  X  X  X  X | X  X  X  X  X  X |
| |  | | --- | | * **Personal Attributes** * 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 | | X  X  X  X  X  X |  |