**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**

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| * Qualifications/training in social work, teaching, mentoring, counseling, psychology or youth and community work or other area related to work with children.
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| **Experience, Knowledge, Skills & Competencies**

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| * 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
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| * **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
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