

Education Welfare Officer

Person Specification

	JOB REQUIREMENT	Essential	Preferred	* How assessed
Qualifications and experience	DIPSW or equivalent (a relevant degree or professional qualification)		✓	A & I
	Up to date knowledge and understanding of current legislation pertaining to education, children, families and PACE		✓	A & I
	Relevant previous employment experience with families and children in a multi agency setting	✓		A & I
	Experience working with children and families , managing sensitive issues	✓		A & I
	Experience of record keeping and legal file presentation	✓		A & I
Personal and interpersonal	Makes and sustains good working relationships with clients/colleagues	✓		A & I
	Oral communication; clear, articulate expression and communicates well with range of people and contents	✓		A & I
	Organisation/administration; organises and executes own work efficiently, under pressure and to changing priorities	✓		A & I
	Must have use of own car	✓		
	Willing and able to work occasional unsocial hours	✓		A & I
Special Skills and Aptitudes	Specialist skills in counselling, negotiation, advocacy and group working		✓	A & I
	Effective Time and Case Management Skills	✓		A & I
Staff Development	Willingness to undertake training as required	✓		A & I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>)	✓		
	Willingness to undertake Child Protection training when required	✓		I
Physical	Able to fulfil the duties of the post	✓		I

* A = by application, R = by references, I = assessed by Interview