Person Specification

**Role:** Student Welfare Officer

# The person appointed will be the one who most nearly fits this specification.

**Qualifications and experience:**

Experience of working within a people related environment (essential)

Education to A level or equivalent experience (essential)

Recognised qualification in education or social care (desirable)

Experience of working with school attendance data, understanding key issues relating to young people and families (essential)

Experience of working with young people (essential)

Experience of supporting young people and families within the Early Help framework (desirable)

Suitability to work with young people\*

**Knowledge and skills:**

Constantly improves own practice through self-evaluation and learning from others

Have good people skills and relate well to young people and adults

Be a good communicator and have a good level of oral and writing skills

Ability to deal calmly with difficult situations

Excellent understanding off issues relating to the safeguarding of children

Ability to form and maintain appropriate relationships and personal boundaries with young people\*

**Personal attributes and attitudes:**

A liking for a busy environment, interacting with people of all ages

Be well organised, self-motivated and with good time management skills

Be prepared to attend training session as required

Understand the importance of confidentiality

Emotional resilience\*

Good health and physical capacity for the job\*

\* DfES – Safeguarding Children – Recruitment and Selection