

PERSON SPECIFICATION

POST: Attendance and Welfare Support Officer

SCHOOL: North Gosforth Academy

• FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1 SKILLS, KNOWLEDGE AND APTITUDES	<ul style="list-style-type: none"> • Good inter-personal skills including mediation and conflict resolution • Demonstrable awareness of legislation relating to school attendance and welfare and the protection of children • Understanding of the issues related to persistent absence and impact upon outcomes for children • Ability to prepare and write reports and produce factual and statistical information as required • Excellent Excel and data analysis skills • Understanding of risk and related procedures 	<ul style="list-style-type: none"> • Knowledge of the education system 	Interview Application form References
2 QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Literacy and numeracy skills 	<ul style="list-style-type: none"> • CQSW/CSS/Dip.SW • Nationally recognised qualification in education or social care 	Application form Interview References Sight of Certificates
3 EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in an educational/and or social care setting with young people 	<ul style="list-style-type: none"> • Experience in working within statutory/voluntary agencies dealing with children and families 	Application form Interview References
4 PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to display an understanding of social/welfare issues as they affect children, families and schools. • Ability to work on own initiative within departmental protocols/procedures • Experience in undertaking home visits in line with protocols and procedures • Ability to deal with difficult situations • Flexible approach to supporting children and families • Ability to maintain a professional manner in challenging situations • Confidence and ability to challenge difficult behaviour • Confidence and ability to challenge other professionals • The ability to converse at ease with pupils and provide advice in an accurate spoken English. 	<ul style="list-style-type: none"> • An interest and commitment to the whole school community 	Interview
5 SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • Satisfactory clearance with the Disclosure and Barring Service • Occupational Health clearance • No adverse criminal record • Commitment to equal opportunities in service delivery and employment • Full driving licence 	<ul style="list-style-type: none"> • Access to car/transport 	Application form Interview References