**PERSON SPECIFICATION**

**SCHOOL WELFARE OFFICER**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | GCSE in Maths and English at C Grade or above | Health & Social Care qualification |
| **EXPERIENCE** | Excellent knowledge and experience of computer/word/outlook based systems  Experience of working with children, young people and their families in a supportive role  Attendance and partaking in Child focussed meetings, such as Child in Need, Child Protection, Early Help | Working with children who are in the care system, their families and/or foster care  Experience of visiting and working with children and families in the home environment  Previous experience of working in a school  Working and supporting children with Social and Emotional needs  Implementing & Delivering interventions for children and their families |
| **SKILLS & ABILITIES** | Excellent verbal , communication and interpersonal skills in order to communicate effectively with carers, children, families and colleagues  Able to work under own initiative and as part of a team  Excellent organisational skills and able to work under own initiative and as part of a team  Ability to build relationships and promote change  Ability to identify and provide appropriate means of support to children, parents, carers and staff  Excellent knowledge and experience of computer/word/outlook based systems  Ability to handle sensitive and confidential information |  |
| **KNOWLEDGE** | Working knowledge of Child Protection & Safeguarding  Knowledge of the mental health needs of children and adolescents  Knowledge of the various referral processes and when to refer a child for support | An understanding of current legislation and guidance relating to children and young people  Willing to train as one of the School’s Designated Child Protection Leads |
| **PERSONAL QUALITIES** | Commitment to continued professional and personal development  Commitment to equal opportunities and valuing diversity  Reliable, flexible and committed to high standards |  |
| **ADDITIONAL** | Driver with use of own car  Must be over 21 years |  |