



## Person Specification

**Job Title:** Attendance Manager / Education Welfare Officer

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
First degree or NVQ Level 4 in social work, teaching, counseling, psychology or youth and community work or other area related to work with children or equivalent experience as determined by the Principal	✓	
Post qualifying training in social work, counseling or other professional development areas relevant to working with families/parents/children and young people		✓
Training and child safeguarding		✓
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
<b>Experience</b>		
Experience of using a social work or counselling approach to working with parents and children	✓	
Record keeping	✓	
Report writing	✓	
Experience of working in the education system and in multi-agency settings		✓
<b>Skills</b>		
Knowledge of school systems, pastoral systems, approaches to working with parents of disaffected students and positive approaches to empowering and enabling students and parents/carers to help themselves.	✓	
Excellent written and verbal communication skills	✓	
Ability to undertake assessments and write reports to a high standard	✓	

Knowledge of the legislative framework that underpins the work of supporting families and schools, including attendance and behaviour		✓
Knowledge of safeguarding principles and legislation		✓
Good organisational skills and ability to prioritise own workload		✓
Negotiation skills		✓
Ability to work individually or as part of a team		✓
<b>Other</b>		
Satisfactory DBS check	✓	