



## Person Specification

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

	Essential	Desirable
<b>Qualifications/Training</b>		
Degree or NVQ level 4 in social work, teaching, counselling, 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 education welfare, social work, counselling or other professional development areas relevant to working with families/parents/children and young people.		✓
<b>Knowledge</b>		
Knowledge and understanding of the legislative framework that underpins school attendance and the work of an EWO.	✓	
Knowledge of safeguarding principles and legislation.	✓	
Knowledge of guidance and legislation relating to exclusions, admissions, child employment and licensing, children missing education and elective home education.		✓
<b>Experience</b>		
Experience of working as an Education Welfare Officer in a Local Authority or Academy/School.		✓
Experience of using an education welfare, social work or counselling approach to working with parents and children.	✓	
Experience of working in the education system and in multi-agency settings.	✓	
Experience of using a variety of strategies to improve school attendance.		✓
Practical experience of using a variety of IT packages, including email, Word and Excel.	✓	
Experience of using a school MIS system, for example, SIMS		✓
Experience of keeping accurate records and of writing clear and concise reports to a high standard.	✓	
Experience of managing and directing a team.	✓	
<b>Skills</b>		
Flexible, enthusiastic and positive with a can-do attitude.	✓	
Excellent verbal and written communication skills.	✓	
Ability to manage a caseload.	✓	
Ability to work as an integral part of the attendance team.	✓	

	<b>Essential</b>	<b>Desirable</b>
Excellent organisational and time management skills. Ability to work under pressure, with accuracy, unsupervised and on own initiative.	✓	
Resilience and an ability to work in difficult situations, including dealing with conflict.	✓	
Ability and willingness to act as a witness in Magistrates and Family Courts.	✓	
Ability to build effective working relationships with all stakeholders, including professionals, students and parents.	✓	
Ability to produce and deliver presentations to groups, including students, parents, and school staff.	✓	
Ability to understand and analyse data to inform progress and intervention.	✓	
<b>Other</b>		
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
A clean driving licence and use of own car with appropriate insurance cover.	✓	