



Education Welfare Officer - Person Specification

Education and Training	Criteria	Assessment
Commitment to personal/professional development	E	I
Good standard of education to include equivalent C grade GCSE English and Maths	E	A

Experience	Criteria	Assessment
Evidence of working with young people and/or in an educational environment	D	A/I
Experience of working successfully with local community, including parents, and external agencies/stakeholders	D	I
A track record of working successfully in partnership with other educational organisations	D	I
Evidence of the ability to develop excellent relationships with young people and adults	E	I
Successful experience of the implementation and monitoring of strategies to improve performance (attendance/behaviour)	D	I
Ability to use IT systems, in particular use of school databases and MIS, to produce reports ensuring accurate recording of data	E	A/I
Ability to work collaboratively with other members of school staff	E	A/I

Knowledge, Skills and Qualities	Criteria	Assessment
Strong presence	E	A/I
Committed to ensuring excellent standards of behaviour at all times	E	I

Personal Qualities	Criteria	Assessment
A clear understanding of and commitment to the development of the ethos in the School	E	I
Determination to succeed in challenging situations	E	I
Sensitivity and wisdom in managing relationships with students, parents and staff	E	I
Commitment to inclusive education providing opportunity for achievement for all	E	I
Commitment to the wider community and its involvement in lifelong learning	E	I
High expectations of student achievement conduct and behaviour	E	I
Openness, sense of humour, energy and enthusiasm	E	I

Criteria Key

- D Desirable
- E Essential

Assessment Key

- A Application Form
- I Interview