

**Person Specification**

**Safeguarding and Education Welfare Officer**

 **Salary £27,000 - £32,000 (based on experience) Pro Rata Term Time Only + 2 weeks**

**Role overview:** To act as a Safeguarding and Education Welfare Advisor, working with children, families and providing specialist knowledge and expertise to schools and education settings. This role ranges from working closely with senior leaders to improve practice within their school or setting by providing advice and consultancy, to facilitating reflective safeguarding supervision, and working directly with children and families to safeguard and improve outcomes for children and families on behalf of the school.

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| **Qualifications** | **Essential** | **Desirable** |
| * 5 GCSEs or equivalent qualifications including Maths and English at Grade C or above.
* A recognised professional qualification (e.g. Social Work qualification, teaching qualification, EWO).
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| **Experience** |  |  |
| * Experience of working within a statutory childcare, social care or education field.
* Experience of working within and contributing to a multi-agency team.
* Experience of working with children and families to improve outcomes.
* Experience of working with children with SEND and children who are or have been previously looked after.
* Experience of safeguarding issues and knowledge of schools.
* Evidence of continuing professional development.
* Experience of report writing to a professional standard.
* Experience of dealing effectively with customers.
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| **Knowledge and Understanding** |  |  |
| * A full understanding of how schools operate.
* An understanding of Education Welfare Service Work.
* Knowledge and understanding of other statutory and non-statutory services working within education and safeguarding.
* To be able to advise when it is appropriate to refer to or seek advice from Children’s Social Care Teams and other services.
* Sound knowledge and understanding of child protection procedures and issues.
* Sound knowledge and understanding of relevant legislation, regulations, guidance and policy issues relating to school attendance and safeguarding in education.
* Knowledge and understanding in the assessment of the needs of children.
* Knowledge of school systems e.g. SIMS and CPOMS.
* Knowledge and understanding of trauma-informed practice and the impact that trauma and adversity has on children and young people’s development and outcomes.
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| **Skills and Abilities** |  |  |
| * Good keyboard and ICT skills including the ability to use Outlook and Microsoft Office (Word, Excel, PowerPoint etc).
* Excellent communication and presenting skills including verbal, written, negotiation and role modelling.
* Excellent record keeping skills.
* Ability to provide clear professional advice and information to headteachers, teachers, other professionals, parents and pupils.
* The skill to respectfully and professionally challenge and advocate on behalf of children where decisions are not felt to be in the best interest of children.
* To practice with empathy, professional curiosity and take a non-judgemental and person-centred approach.
* Ability to build meaningful professional relationships with children, families and professionals.
* Ability to complete direct work with children to capture the voice of children and young people.
* Ability to create impact chronologies and present meaningful information in a multi-agency context with the purpose of advocating and safeguarding children.
* Ability to manage and prioritise a wide range of tasks.
* Ability to learn and to quickly put new skills into practice.
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| **Personal Qualities** |  |  |
| * Demonstrates a commitment to the protection and safeguarding of children and young people.
* Focuses on customer satisfaction and delivers a quality service to the agreed standards.
* Demonstrates a commitment to fundamental values of respect, democracy, diversity and equality of opportunity.
* Plans ahead and works in a systematic and organised way. Follows direction and procedures.
* Excellent organisational and time management skills.
* Excellent communication skills both written and oral and to a range of audiences.
* Resilient, able to work well in high pressured environments and maintain a positive professional attitude.
* Excellent interpersonal and communication skills.
* Ability to develop good relations with colleagues, customers, suppliers and other contacts.
* Ability to work on own initiative and as part of a team.
* Ability to effectively manage and prioritise a wide-ranging workload.
* Thinks analytically, ability to solve complex problems and issues, makes rational, realistic and sound judgements.
* Can do attitude and ability to problem solve.
* Is willing to work within organisational procedures, processes and to meet required standards for the role.
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| **Additional Requirements** |  |  |
| * Must hold a current driving licence. Any applicant will need to have the use of a car for business purposes on a daily basis.
* May be required to work outside normal office hours, and must be prepared to work flexibly, including evenings and weekends on occasions if required.
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