

THE LEGACY LEARNING TRUST

ACKLAM GRANGE SCHOOL

PERSON SPECIFICATION: STUDENT WELFARE OFFICER



	Essential	Desirable	Measured by
Qualifications/ Training	- Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications - NVQ L3 or equivalent in a relevant subject to complement the role - Child Protection training - Commitment to training / health and safety legislation	- Certified Child Protection Training - NVQ L4 or higher in a relevant subject to complement the role - Mentoring or counselling certification - First Aid qualification	A/Q I
Experience	- Experience of working to support children's learning and development gained in a relevant environment - Experience of mentoring students to support social and emotional wellbeing - Experience of delivering group activities to support the achievement and development of students	- Experience of working in a CP/ Safeguarding role - Experience of working with Children who are Looked After (CLA) - Liaison with personnel from Support Services - Experience of close liaison with parents/carers - Experience of supporting/delivering core subject areas - Experience of planning and leading group activities for young people to support emotional wellbeing	A/I
Knowledge and Understanding	- Knowledge of relevant policies/codes of practice - Knowledge of safeguarding responsibilities within an education environment - Understanding of 'Keeping Children Safe in Education' Practice and any other relevant Ofsted/DFE guidance relating to Safeguarding/ Child Protection - Knowledge and understanding of Prevent duty - Understanding of the importance of appropriate sharing of information to ensure effective safeguarding - Understanding of the procedures relating to safeguarding and child protection - An understanding of curriculum matters and to be able to contribute to curriculum development, planning, evaluation and implementation. - Understanding of areas of learning, e.g. literacy, numeracy, science, SEN. - Understanding of principles of child development and learning processes - Ability to plan effective actions for students at risk of underachieving	Awareness of requirements of SEN and disability legislation	A/I
Skills	Effective use of ICT to promote, support and enhance teaching and learning		A/I

	• Well-developed interpersonal skills to be able to relate well to a wide range of stakeholders • Good oral/written communication and negotiation skills • Good ICT skills for learning and administrative requirements		
Person Characteristics	• Ability to make relationships easily with young people and adults • Ability to motivate students and engage them with their learning • Ability to defuse difficult situations • Ability to represent student needs to others • An enthusiastic approach to working with students • Ability to work flexibly and respond to developing needs • Reliability and integrity • Humour and resilience		I

Measured by Key:

A: Application form/letter

Q: Qualification Check

I: Interview