

**CHINGFORD ACADEMIES TRUST
SOUTH CHINGFORD FOUNDATION SCHOOL**

ATTENDANCE AND STUDENT WELFARE OFFICER - PERSON SPECIFICATION

JOB REQUIREMENTS	Essential	Desirable	Assessment Criteria
<u>Qualifications</u>			
NVQ4 LDSS and/or related qualifications	✓		A
Full driving licence, access to a vehicle and prepared to travel as required to fulfil the duties of the post	✓		A
First Aid Training		✓	A
<u>Experience</u>			
Working with young people in an academy environment or similar	✓		A/I
At least 2 years' experience in planning and delivering specific and individual interventions	✓		A/I
Working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓		A/I/T
<u>Competencies</u>			
High level of written skills	✓		A/T
Ability to communicate and engage with children and young people, their families, schools, educational services and establishment and other statutory and voluntary agencies to promote education by regular attendance at school	✓		A/I
Ability to develop values, knowledge and skills that enables members of the service to respond effectively to absence from school in an organised and considered way	✓		A/I/T
Ability to promote regular school attendance and help parents in meeting their responsibilities in securing the education of children and young people	✓		A/I/T
Ability relating to improving overall persistent absence in schools	✓		A/I
Ability to assess and review children and young people and family circumstances, plan appropriate responses and intervention with the statutory framework and evaluate outcomes	✓		A/I/T
Ability to use ICT packages (including SIMS) effectively to deliver on all aspects of school attendance and the provision of reports for planning purposes	✓		A/I/T
Able to maintain confidentiality at all times about school issues, within school and in the wider community	✓		A/I

Knowledge and skills which will promote the protection of children and young people from abuse and exploitation		✓	A/I/T
Able to follow line management directions and work constructively as part of a team	✓		A/I
Ability to work within set guidelines and school policies	✓		A/I
Other Job Specific Requirements			
An understanding of safeguarding and the necessary child protection procedures in an educational environment	✓		A/I
A willingness to promote the ethos of the school	✓		A/I
Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.	✓		I

Other Requirements			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		I
Appointment to the post is subject to a satisfactory enhanced Disclosure and Barring scheme check	✓		A/I
<p>This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.</p> <p>The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'</p>	✓		

E = Essential requirements (*those without which a candidate would simply be unable to do the job*)

D = Desirable (*those which would be useful for the post-holder to possess*)

*I - Interview T – Test/Presentation A - Application Form

“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection

and Induction procedures extends to organisations and services linked to the school on its behalf”