

Job Title:	Welfare and Attendance Officer
School/Trust:	Walkergate Community School
Job Evaluation Code:	A5082
Date:	April 2023
Status:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
Knowledge and qualifications					
1. Holds Level 2 Basic Skills (Literacy or Numeracy) or equivalent e.g. GCSE Maths and English	E	✓			✓
2. Knowledge of the legislative framework that underpins the work of supporting families and schools	E	✓		✓	✓
3. Has relevant academic or professional qualification e.g. a degree in social and human sciences, social work or education	D	✓			✓
4. Willingness to obtain and / or enhance qualifications and training for development in the post	E	✓		✓	
5. Evidence of personal commitment to lifelong learning	E	✓		✓	
6. Evidence of CPD in relation to working with families, parents, children and young people	D	✓		✓	
7. Working knowledge of school attendance systems.	D	✓		✓	
8. Up-to-date safeguarding training.	D	✓		✓	
Experience					
9. Evidence of working with learners and parents/carers to improve outcomes e.g. for attendance, welfare	E	✓		✓	✓
10. Experience of engaging with learners and their families who have faced challenges	D	✓		✓	✓
11. Experience of analysing and using data about learner outcomes to identify, implement and monitor the impact of appropriate actions and interventions	E	✓		✓	✓
12. Experience of working collaboratively with multi-agency professionals (e.g. health, social care) and community support groups to improve outcomes for young people	E	✓		✓	✓
13. Experience of representing an organisation at meetings and producing reports	D	✓		✓	

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Skills and competencies					
14. Able to relate well to young people and families and in particular to establish positive relationships with them	E		✓	✓	
15. Able to work as part of a team and to establish professional relationships with colleagues within and beyond the trust, often in challenging circumstances	E	✓		✓	✓
16. Able to respond positively and effectively to unexpected and challenging problems and situations; help to resolve or escalate issues as appropriate	E		✓	✓	
17. Proactive in planning and organising own work to meet targets and deadlines	E			✓	
18. Excellent communication and listening skills	E		✓	✓	
19. Excellent negotiating skills	E		✓	✓	
20. Able to maintain manual and electronic records accurately and on a timely basis and deal appropriately with sensitive information	E			✓	
21. Ability to safeguard and promote the welfare of children including motivation to work with children and their families, forming and maintaining appropriate relationships and personal boundaries, having emotional resilience in working with challenging behaviours and attitudes to use of authority, maintaining discipline and the confidence to handle sensitive conversations with absolute discretion	E			✓	✓
Personal qualities					
22. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	
23. Is highly motivated to demand ambitious standards and improve outcomes for all learners, acting as a champion for welfare and wellbeing across the trust	E			✓	
24. Is empathetic and can work alongside parents/others in a compassionate and non-judgemental manner	E	✓		✓	
Other					
25. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
26. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
27. Two satisfactory references including at least one from the current employer	E		✓		✓

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28. Holds a current driving licence	E	✓			✓
29. Able to use own transport to travel between sites	E	✓		✓	