

PERSON SPECIFICATION

The successful candidate will be an experienced professional who is energetic, innovative and influential, reliable and committed; whose leadership style recognises the value of teamwork. More specifically candidates should be able to demonstrate the following minimum requirements:

Attributes	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> An ability to establish credibility with schools, parents and other partners working in this field. Ability to work as part of a team, both in school and across a number of agencies. An ability to determine priorities and organise all available resources towards the achievement of objectives. Good written skills – particularly an ability in report writing when preparing cases for prosecution. Good verbal communication skills, with particular reference to communicating with children, parents and carers. Representing the school at EHP/Case conferences. Ability to be highly productive, work under pressure and meet fixed and often conflicting deadlines. Good ICT skills – to be able to extract data and produce reports Ability to use initiative and to work independently to meet the challenge of rapid change. Ability to contribute quality ideas to the PSHE programme re the benefits of good attendance 	
Knowledge and Understanding	<ul style="list-style-type: none"> Knowledge of the education system and the role of an Education Welfare Officer (EWO). Some knowledge of the Children Act 2004 and Education Legislation where it directly relates to attendance and punctuality. Awareness of the reasons for non-school attendance and current thinking about how to address these. Knowledge of SIMS database 	
Experience	<ul style="list-style-type: none"> Experience of monitoring, evaluation and supporting attendance strategies. Experience of initiating and managing change and achieving success. Experience of working with confidential matters. Experience of working with young people and their parents. 	<ul style="list-style-type: none"> Recent experience as an EWO Experience in an administrative role within an educational establishment
Qualifications	<ul style="list-style-type: none"> Good standard of educational achievement deemed relevant to the position. 	<ul style="list-style-type: none"> NVQ Level 3 or equivalent in a relevant subject, e.g. Business Administration, Youth Work, etc.
Attributes and Qualities	<ul style="list-style-type: none"> A commitment to young people A clean, current driving licence or access to a vehicle Able to prioritise, plan and organise Communicate well with all stakeholders including parents / carers High standards of integrity, honesty and punctuality 	

	<ul style="list-style-type: none">• An ability to challenge and motivate others to create a forward thinking organisation committed to academy improvement• Stamina, resilience, and reliability• Discretion and diplomacy• A commitment to continuous professional development	
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