



SHORTLISTING & PERSON SPECIFICATION

Welfare Officer

PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	IN-TRAY TASK
1. ABILITIES			
(a) Previous successful experience of using information and communication technology to support learning.	*		
(b) Ability to absorb and understand a wide range of information concerning the functions of the school.	*	*	
(c) Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across professional and operational boundaries, and to work as a member of a team.	*	*	
(d) Ability to work on own initiative, and to prioritise between conflicting demands.	*	*	*
(e) Ability to self-evaluate learning needs and to develop new skills and learning opportunities.		*	
(f) Ability to keep accurate and up to date records	*	*	*
(g) Ability to plan interventions and support parents to ensure children attend school regularly and on time.		*	
2. SKILLS			
(a) Good First Aid skills (additional training will be given)	*	*	
(b) Strong verbal and written communication skills appropriate to the need to communicate effectively with a wide range of pupils, teachers/carers.	*	*	
(c) Strong numeracy and literacy skills, equivalent to NVQ level 3 in English and Maths.	*	*	
3. KNOWLEDGE			
(a) Understanding of how to support parents who have children with additional medical needs.		*	*
(b) Working knowledge and understanding of how to write medical plans.	*	*	

(c) Understanding of key principles of child development and learning.	*	*	
(d) Understanding of barriers to learning and know ways in which to support children to overcome these	*	*	
(e) Understanding of how to safeguard children	*	*	
4. EXPERIENCE			
(a) Previous experience of working with parents and educational professionals or NHS	*		
5. EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST			
(a) GCSE Maths and English or equivalent qualification, or able to demonstrate an equivalent level of attainment through relevant experience.	*		
6. <u>EQUAL OPPORTUNITIES RELEVANT TO THE POST</u>			
(a) Understanding and commitment to the Council's Equal Opportunities policy.	*	*	
7. <u>CUSTOMER CARE RELEVANT TO THE POST</u>		*	