**Person Specification – Attendance Welfare Coordinator**

**(Grade 6)**

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential (E) or**  **Desirable (D)** | **Identified by**  **Application**  **Form (A) or Reference (R) or**  **Interview (I)** |
| **Qualifications:** |  |  |
| Grade C or above in GCSE English and mathematics | E | A |
| Commitment to undertake further professional development as required  Valid driving licence with use of own car (with business insurance to fulfil the role) | E  E | I  I |
| **Experience:** |  |  |
| Experience of, or the ability to demonstrate the competence to, work directly with individual children, young people and families to identify and assess their needs and make appropriate planned responses which seek to improve outcomes | E | A, I |
| Experience of working with a wide range of other professionals including external agencies to develop and deliver shared initiatives for children, young people and families  Have experience in an attendance, welfare, or outreach role within an educational setting | E  E | A, I  A,I |
| **Knowledge and Skills:** |  |  |
| Demonstrate a strong understanding of the barriers that can impact school attendance | E | A, I |
| Knowledge of current school attendance legislation and guidance | E | A.I |
| Knowledge of working with different agencies to improve student attendance | E | A, I |
| Empathy and sensitivity to the needs arising from a wide range of family dynamics | E | A, I |
| Commitment to safeguarding and promoting the welfare of children and young people | E | A,I |
| Ability to maintain confidentiality and discretion at all times | E | A,I |
| Good analytical, assessment and critical reflection skills | E | A, I |
| Good written and verbal communication skills | E | A, I |
| Strong attention to detail and the ability to maintain high levels of accuracy | E | A.I |
| Ability to build and maintain effective networks and relationships and work as part of a team | E | A, I |
| Ability to prioritise and work to deadlines | E | A, I |
| Ability to interpret management information systems to ensure ongoing review of impact of role | E | A, I |
| **Other (including special requirements)** |  |  |
| 1. Commitment to equality and diversity | E | I |
| 2. Commitment to health and safety | E | I |
| 3. Satisfactory attendance record/commitment to regular attendance at work | E | R |