



HATTON ACADEMIES TRUST PERSON SPECIFICATION

Job Title: Welfare Officer – Oakway Academy

Pay Scale: NJC Scale Point 14 to 20

Education & Qualifications

Essential	Desirable
<p>NVQ Level 3 or equivalent in a relevant subject.</p> <p>And / or</p> <p>Experience of being a Designated Safeguarding Lead with relevant, up to date, training</p> <p>Proven experience of working successfully in a pastoral support role for children and families.</p> <p>Appropriate level of literacy and numeracy.</p> <p>Appropriate level of IT and keyboard skills in particular a good working knowledge of Microsoft office to include word, excel and emailing.</p>	<p>Experience and/or training for delivering Welfare focussed interventions to children/families, for example; emotional literacy, anger management, anxiety management, Drawing and Talking</p> <p>Early Help Assessment training</p> <p>Counselling/therapist qualification</p> <p>First Aid training</p>

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Knowledge / Skills / Attitude

Essential	Desirable
<p>A commitment to the safeguarding of all children and staff. Enhanced DBS clearance is required.</p> <p>Appropriate level of data protection, security and confidentiality awareness.</p> <p>Ability to work to tight deadlines.</p> <p>Ability to communicate effectively with colleagues, managers and customers at all levels either verbally or in writing. An ability to have difficult conversations in a calm and constructive way.</p> <p>Have methodical approach and produce accurate information.</p> <p>Ability to prioritise and work on own initiative as well as part of a team.</p> <p>Reliable and flexible in order to maintain the consistency of expectations and meet standards and deadlines.</p> <p>Demonstrate an awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p> <p>Commitment to deliver a first class service to internal and external customers.</p> <p>Willingness to undertake training and personal development.</p> <p>Willingness to engage in a supervision to evaluate own well-being and performance.</p> <p>The ability to carry out home visits in the</p>	<p>Experience of carrying out home visits</p> <p>Experience of attending Local Authority meetings to share information about a child or family, for example Case Conference, Child in Need meeting or Looked After Children.</p> <p>Experience of writing Early Help Assessments</p> <p>Experience of supporting children and families in a school, family centre, voluntary agency or social work environment</p>

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

local vicinity.

A high level of resilience when faced with challenging situations, conversations and decisions

Must be suitable to work with children.