**ROCHDALE BOROUGH COUNCIL**

**PERSON SPECIFICATION**

**Children’s Welfare Officer Grade 7 (SCP) 25-29**

**Note to Applicants**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**.

1. **The *Essential* Criteria are for the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.**
2. **The *Desirable* Criteria are used to help decide between candidates who meet ALL the Essential Criteria.**
3. **The *How Identified* column shows how the Council will obtain the necessary information about you.**
4. **If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you MUST include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.**

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| **ATTRIBUTES** | **ESSENTIAL** | **HOW IDENTIFIED** | **DESIRABLE** | **HOW IDENTIFIED** |
| **QUALIFICATIONS AND EXPERIENCE**  **QUALIFICATIONS AND EXPERIENCE** | * To possess GCSE English and Mathematics at Grade A\*- C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy. * A Level 4 qualification in a relevant discipline (NQF or QCF 2010 or RQF 2015) * Recent working and demonstrable experience of working with vulnerable children, young people and families; planning and delivering targeted intervention programmes as per needs. * Experience of working within the child protection system. * Experience of multi-disciplinary work with children/young people and their families. * A recent and up to date working knowledge, experience and understanding of legal frameworks and legislation linked to children’s welfare, including safeguarding, attendance, school admissions, and SEND. * Have a working knowledge of SIMs, using this for both operational and strategic/analytical purposes. | **Application Form/ Checking of Certificates** | * Experience of leading programmes such as Webster Stratton, Strengthening Families, Incredible Years etc * Experience of a Pastoral role (or similar) within a school setting. * Regular and recent professional development in safeguarding and child protection. |  |
| **SKILLS AND KNOWLEDGE**  **SKILLS AND KNOWLEDGE** | * Knowledge about methods of effective work with children and families. * Working knowledge of Children’s Social Care Services’ role and responsibilities to children/young people and their families. * Able to effectively and appropriately engage with children/young people and their families. * Knowledge and understanding about the needs of vulnerable children. * Manage, organise and maintain records relating to individual children and families. * Prioritise, plan and organise own workload, including in stressful situations. * A high level of interpersonal skills used with pupils, adults and professionals. * Excellent verbal and written communication and presentation skills. * Knowledge of CAF process; Children’s Social Care Assessment Protocols; School Admissions Code and SEND policies. * Ability to collate and analyse information and data, preparing reports for a number of audiences. * Competent use of Microsoft Word, Excel and other computer packages. * Experience of attending and contributing to Child Protection Case Conferences. * Experience of contributing to Core Groups, Child in Need (CIN) and CAF meetings. * Ability to chair and minute meetings. | **Application Form/Interview** | * Knowledge and understanding of Child Development across the Primary Age Phase. | Application Form/Interview |
| **PERSONNEL SKILLS AND ATTITUDES** | * Team player * Resilience * Open minded and non-judgemental * Sense of humour | **Application Form/Interview** |  |  |
| **SPECIAL WORKING CONDITIONS** | * Work outside of normal office hours on occasion. | **Application Form/Interview** |  |  |