



POST TITLE: School Welfare Officer			
ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> • <i>Recognised counselling qualification at or above Level4</i> • <i>Relevant First Aid Qualification</i> 	<ul style="list-style-type: none"> • <i>An understanding of ethical codes(as produced by BACP, for example)</i> 	<ul style="list-style-type: none"> • <i>Application</i>
EXPERIENCE	<ul style="list-style-type: none"> • <i>Experience of working with young people</i> • <i>Experience of working as part of a team</i> • <i>Working as a First Aider</i> 	<ul style="list-style-type: none"> • <i>Experience of working in a school environment</i> 	<ul style="list-style-type: none"> • <i>Application</i> • <i>Reference</i> • <i>Interview</i>
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • <i>Keeps up to date with developments in counselling, therapy and related fields</i> 		<ul style="list-style-type: none"> • <i>Application</i> • <i>Reference</i> • <i>Interview</i>
CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> • <i>Good record of attendance</i> • <i>Should allow attendance at some evening meetings such as Parent Consultation meetings</i> • <i>Be committed to safeguarding and promoting the welfare of children and willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau</i> 		<ul style="list-style-type: none"> • <i>Application</i> • <i>Interview</i> • <i>Reference</i>

TRAINING	<ul style="list-style-type: none"> • <i>A commitment to continuous professional development</i> • <i>Willingness to update First Aid skills as necessary</i> 		<ul style="list-style-type: none"> • <i>Application</i>
PRACTICAL AND INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • <i>Good communication skills</i> • <i>Good rapport with young people</i> • <i>Efficient and effective organisation and administration</i> • <i>Ability to plan ahead</i> • <i>Ability to meet deadlines</i> • <i>Ability to establish good working relationships with colleagues and students</i> • <i>Participate in effective performance management</i> 	<ul style="list-style-type: none"> • <i>Use of ICT and current applications</i> 	<ul style="list-style-type: none"> • <i>Application</i> • <i>Reference</i> • <i>Interview</i>
DISPOSITION ADJUSTMENT ATTITUDES	<ul style="list-style-type: none"> • <i>Calm and efficient under pressure</i> • <i>Awareness of and ability to cope with the wide range of students' issues</i> • <i>Care of pupils is a priority</i> • <i>Ability to take initiative and be flexible</i> • <i>Willingness to accept delegated responsibility</i> • <i>Ability to help maintain high standards</i> • <i>Commitment to the safeguarding of children, young people and vulnerable adults</i> • <i>Commitment and understanding of equality and diversity issues</i> • <i>Demonstrate consistently high standards of personal and professional conduct</i> 	<ul style="list-style-type: none"> • <i>Willingness to contribute to pupils' development through additional activities</i> • <i>Ability to manage discussions on sensitive issues objectively without allowing personal beliefs to shape the outcome</i> 	<ul style="list-style-type: none"> • <i>Application</i> • <i>Reference</i> • <i>Interview</i>