



## HATTON ACADEMIES TRUST PERSON SPECIFICATION

**Job Title:** Inclusion & Welfare Officer

**Pay Scale:** NJC Scale Point 16-20

### **Education & Qualifications**

<b>Essential</b>	<b>Desirable</b>
<p>NVQ Level 3 or equivalent in a relevant subject.</p> <p><b>And / or</b></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 123 Magic, Drawing and Talking, Theraplay</p> <p>Designated Safeguarding Lead training</p> <p>Early Help Assessment training</p>

### **Knowledge / Skills / Attitude**

<b>Essential</b>	<b>Desirable</b>
<p>A commitment to the safeguarding of all children and staff. Enhanced DBS clearance is required.</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>Appropriate level of data protection, security and confidentiality awareness.</p> <p>Experience at leading needs assessments and creating support plans to meet needs.</p> <p>Ability to work to tight deadlines.</p>	<p>Experience of carrying out home visits</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.

<p>Ability to communicate effectively with colleagues, managers and customers at all levels either verbally or in writing.</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 programme with line manager to monitor and evaluate own well-being and performance.</p> <p>The ability to carry out home visits in the local vicinity.</p> <p>Must be suitable to work with children.</p>	
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