

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.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- 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.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • 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) Or a minimum of 5 years' proven experience of working in a role focused on the welfare and safeguarding of children and young people, such as within the police, education welfare services, social care, a Teaching Assistant at a higher level within a school setting or a related statutory or voluntary sector. • Recent working and demonstrable experience of working with vulnerable children, young people and families; planning and delivering targeted intervention programmes as per needs. 	Application Form/ Checking of Certificates	<ul style="list-style-type: none"> • Experience of leading programmes such as Webster Stratton, Strengthening Families, Incredible Years etc • Regular and recent professional development in safeguarding and child protection. 	

<p>QUALIFICATIONS AND EXPERIENCE</p>	<ul style="list-style-type: none"> • 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 an effective safeguarding recording system using this for both operational and strategic/analytical purposes. 			
<p>SKILLS AND KNOWLEDGE</p>	<ul style="list-style-type: none"> • 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. 	<p>Application Form/Interview</p>	<ul style="list-style-type: none"> • Knowledge and understanding of Child Development across the Primary Age Phase. 	<p>Application Form/Interview</p>

<p>SKILLS AND KNOWLEDGE</p>	<ul style="list-style-type: none"> • 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. 			
<p>PERSONNEL SKILLS AND ATTITUDES</p>	<ul style="list-style-type: none"> • Team player • Resilience • Open minded and non-judgemental • Sense of humour 	<p>Application Form/Interview</p>		
<p>SPECIAL WORKING CONDITIONS</p>	<ul style="list-style-type: none"> • Work outside of normal office hours on occasion. 	<p>Application Form/Interview</p>		