

**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
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• To possess GCSE English and Mathematics at Grade A*- C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy.</li> <li>• 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.</li> <li>• Recent working and demonstrable experience of working with vulnerable children, young people and families; planning and delivering targeted intervention programmes as per needs.</li> </ul>	<b>Application Form/ Checking of Certificates</b>	<ul style="list-style-type: none"> <li>• Experience of leading programmes such as Webster Stratton, Strengthening Families, Incredible Years etc</li> <li>• Regular and recent professional development in safeguarding and child protection.</li> </ul>	

<p><b>QUALIFICATIONS AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Experience of working within the child protection system.</li> <li>• Experience of multi-disciplinary work with children/young people and their families.</li> <li>• 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.</li> <li>• Have a working knowledge of an effective safeguarding recording system using this for both operational and strategic/analytical purposes.</li> </ul>			
<p><b>SKILLS AND KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Knowledge about methods of effective work with children and families.</li> <li>• Working knowledge of Children's Social Care Services' role and responsibilities to children/young people and their families.</li> <li>• Able to effectively and appropriately engage with children/young people and their families.</li> <li>• Knowledge and understanding about the needs of vulnerable children.</li> <li>• Manage, organise and maintain records relating to individual children and families.</li> <li>• Prioritise, plan and organise own workload, including in stressful situations.</li> <li>• A high level of interpersonal skills used with pupils, adults and professionals.</li> <li>• Excellent verbal and written communication and presentation skills.</li> </ul>	<p><b>Application Form/Interview</b></p>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of Child Development across the Primary Age Phase.</li> </ul>	<p>Application Form/Interview</p>

<p><b>SKILLS AND KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of CAF process; Children’s Social Care Assessment Protocols; School Admissions Code and SEND policies.</li> <li>• Ability to collate and analyse information and data, preparing reports for a number of audiences.</li> <li>• Competent use of Microsoft Word, Excel and other computer packages.</li> <li>• Experience of attending and contributing to Child Protection Case Conferences.</li>   <li>• Experience of contributing to Core Groups, Child in Need (CIN) and CAF meetings.</li> <li>• Ability to chair and minute meetings.</li> </ul>			
<p><b>PERSONNEL SKILLS AND ATTITUDES</b></p>	<ul style="list-style-type: none"> <li>• Team player</li> <li>• Resilience</li> <li>• Open minded and non-judgemental</li> <li>• Sense of humour</li> </ul>	<p><b>Application Form/Interview</b></p>		
<p><b>SPECIAL WORKING CONDITIONS</b></p>	<ul style="list-style-type: none"> <li>• Work outside of normal office hours on occasion.</li> </ul>	<p><b>Application Form/Interview</b></p>		