

**PERSON SPECIFICATION**  
**Safeguarding and Welfare Support Officer**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Understanding</b>		
An understanding of the impact trauma and Adverse Childhood Experiences (ACE) can have on a child	✓	
Awareness of the Data Protection Act, GDPR, Children's Act, KCSIE, Working Together to Safeguard Children		✓
Broad knowledge of School Safeguarding procedures	✓	
Understanding of Early Help Assessments (EHAs) and/or ability to assess the needs of individuals and/or families		✓
Computer literacy, with skills in using software such as spreadsheets, word processing, email and virtual communication platforms	✓	
Working knowledge of CPOMS as a safeguarding tool platform		✓
Knowledge of SEMH, attachment and trauma barriers to learning		✓
<b>Skills</b>		
Ability to build relationships with young people and parents/carers	✓	
Prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure	✓	
To be able to work in a supportive and non-collusive environment that constructively challenges students, parents/carers and other professionals when required	✓	
To have a caring but assertive manner and be able to work in a confident, solution focused way	✓	
To be able to prepare and provide evidential information and reports for professional meeting and safeguarding conferences	✓	
Ability to act as a DSL and lead on safeguarding matters when required	✓	
To be able to assess the needs of individuals and/or families		✓
To have proven organisational skills - self and systems	✓	
Accuracy and attention to detail	✓	
Use computer systems accurately to record information and generate reports	✓	
<b>Personal qualities</b>		
To be discreet, confidential and reliable	✓	
To be able to coordinate and prioritise workload	✓	
Effective communication skills	✓	
To maintain a calm approach under pressure and when managing difficult conversations with students and parents/carers	✓	
To be able to use initiative and work in an environment with interruptions responding in a calm way with a positive 'can do' attitude	✓	
To understand professional boundaries when working with individuals and families	✓	
To have the ability to prioritise workload in a constantly changing working environment	✓	

To communicate effectively with all staff, students, parents/carers and external agencies	✓	
To obtain/give information in a courteous and succinct way	✓	
Ability to work independently and be assertive	✓	
To be able to handle sensitive and emotionally demanding subject matter and recognise the need for support when required	✓	
Be smart in appearance, to promote the image of the academy effectively	✓	
To be flexible in undertaking work and adaptable to changing routine and procedures	✓	
Use initiative in dealing with enquiries	✓	
To have a positive attitude to work	✓	
Resilient	✓	
Strong commitment to resolving issues in a restorative manner	✓	
Committed to personal and professional development and the capacity to reflect and learn from experiences	✓	
<b>Qualifications</b>		
GCSE (Level 2) in English and Mathematics or equivalent	✓	
Designated Safeguarding Lead training up-to-date. If not current, a willingness to undertake up to date DSL training	✓	
Current driving licence and ability to travel across the County regularly in relation to the post	✓	
<b>Experience</b>		
To have a working knowledge of the safeguarding issues affecting young people today eg. CSE, CCE, CDE, neglect, abuse, etc.	✓	
<b>Health and Safety</b>		
Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions	✓	
Cooperate with the employer on all issues to do with Health, Safety and Welfare	✓	
<b>Continuing Professional Development</b>		
Participate in an induction programme	✓	
Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available	✓	
Maintain up to date knowledge by attending relevant updates and training in respect of attendance, welfare and safeguarding legislation/practice	✓	
Contribute to the Performance Management process where appropriate	✓	
Take responsibility for your own professional development as it pertains to effective deployment of your role	✓	