



**HALL GREEN SCHOOL
PERSON SPECIFICATION
POST: WELFARE MANAGER**

Salary Range/Grade: Grade 4B Point 27-31

Responsible to: Deputy Headteacher for Pastoral/DSL

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Qualifications	- Good standard of education, including English and Maths - Designated Safeguarding Lead	A A	Experience as Designated Teacher for LAC pupils	A
Professional Experience	- Experience of liaising closely with families, external organisations, and medical professionals - Experience of submitting referrals to external agencies (such as social care) - Experience of working situations where skills of interpersonal negotiation are necessary - Experience of recording, reporting and administration of information using SIMS and Safeguarding Software (e.g. CPOMS)	A, R A, I A, I A, I, R	- Experience of working in a school environment - Experience of social care work - Experience of leading on CPD to staff	A, R A A, I
Skills	- ICT skills - Excellent communication, administration and organisation skills, including accurate record keeping	A A, R		

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Skills (continued)	• Good time-keeping and communication skills • Ability to work without supervision and use own initiative • Ability to provide a professional support service in safeguarding and promoting the welfare of vulnerable pupils and families from various backgrounds • Ability to provide the appropriate interventions suitable to individual pupils and family's needs • Can remain calm and controlled under pressure • Able to develop constructive working relationships with all school staff, whilst maintaining a high level of professionalism at all times.	A, I, R A, I, R A, I A, I, R A, I, R A, I, R		
Knowledge and Understanding	• Excellent knowledge and understanding of safeguarding • Understanding of legislation applying to Children's and Families' work • Understanding of the barriers to learning that children and young people can face • Knowledge and understanding of attendance procedures • Knowledge and understanding of safeguarding and child protection • Knowledge and understanding of the referral process for social care support • Hardworking	A, I, R A, I A, I A, I A, I A, R	• Knowledge and understanding of a range of alternative provision	A, I
Personal Attributes	• Undertake additional training as and when required • Knowledge of and commitment to equal opportunities issues as they relate to education and schools	A A, I		

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Equal Opportunities	Knowledge of and commitment to equal opportunities issues as they relate to education and schools	A, I, R		
Safeguarding	The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			

(A = Application Form, I = Interview, Q = Proof of Qualification or evidence of relevant recent experience)

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Checks.