



**Notre Dame High School Person Specification**  
**Job Title: Designated Safeguarding Lead**

***Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

**Person Specification**

**Experience**

Successful leadership and management experience in a school or other relevant organisation

Experience of managing safeguarding in a school or other relevant organisation, including:

- ✓ Building relationships with children and their parents, particularly the most vulnerable
- ✓ Working and communicating effectively with relevant agencies
- ✓ Implementing and encouraging good safeguarding practice throughout a large team of people

Demonstrable evidence of developing and implementing strategies to help children and their families

Experience of handling large amounts of sensitive data and upholding the principles of confidentiality

**Skills and Knowledge**

Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies

Ability to work with a range of people with the aim of ensuring the safety and welfare of children

Awareness of local and national agencies that provide support for children and their families

Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns

Good IT skills, including previous use of CPOMS, Bromcom or similar

Effective communication and interpersonal skills

Ability to communicate a vision, inspire and motivate others and build confidence

Ability to build effective working relationships with staff and other stakeholders

Ability to think on feet, work on own initiative and find solutions to problems

Ability to work under pressure and prioritise effectively

Ability to work as a member of a team and be accountable

Ability to handle conflict and change with optimism and resilience

**Personal qualities, values and attributes**

Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Commitment to upholding the school ethos including; spiritual life, use of authority and maintaining discipline



Values all children equally
Commitment to maintaining confidentiality at all times
Conducts oneself with humour, diplomacy and integrity
<b>Qualifications and training</b>
GCSE (or equivalent) in English and Maths
Degree or equivalent professional qualification