



Hyde High School

Person Specification: Child Protection Officer/Safeguarding Lead Grade: H (Points 29 - 31) Working pattern: 36 hours per week term time only (NB the role will require occasional urgent work outside core hours)		
Responsible to	Deputy Headteacher (Pastoral)	
Core Role	Reporting to the Deputy Headteacher (Pastoral), the postholder will work closely with colleagues across the school as Deputy Designated Safeguarding Lead (DDSL). The role involves leading on high-level safeguarding, mental health and crisis support, managing a caseload of the most complex cases, and offering advice and support to colleagues in relation to less complex interventions. The postholder will act as the first point of contact in the school for any child protection issues.	
		E: Essential D: Desirable
Qualifications	5 GCSE grades A*-C/Grade 4 including both English and maths.	E
	Evidence of recent DSL training.	D
Experience and knowledge	Experience of working in a school or college environment.	E
	Fully aware of and clearly committed to the safeguarding of children.	E
	Experience of using computer software, including word processing, database, spreadsheets and Management Information Systems.	E
	Experience of parental engagement relevant to the role.	E
	Experience of conflict resolution involving pupils and families.	E
	Experience of dealing with a variety of colleagues and other stakeholders within a work setting.	E
	Experience of leading and managing a team.	E
	Trained in First Aid .	D
Personal skills and qualities	Able to develop and maintain constructive relationships with pupils and families.	E
	Able to motivate pupils and to provide strategies to engage them positively with school.	E
	Kind, compassionate, caring and non-judgemental.	E
	Versatile and possessing excellent organisational and administrative skills.	E
	Skilled in planning, organising and managing own complex workload.	E
	Able to work flexibly using self-motivated initiative.	E
	Able to communicate in a confident and confidential manner with all stakeholders.	E
	Able to demonstrate a high level of resilience when working in a pressured and sensitive environment.	E
	Confident to work effectively within a team and also independently.	E
	Excellent communication and interpersonal skills.	E
	Able to relate well to adults and young people.	E
	A clear understanding of and commitment to equal opportunities.	E
	Conscientious, hard-working, enthusiastic and reliable.	E
	Able to work effectively within defined timescales.	E
	Confident in addressing large groups of pupils and/or staff including delivering assemblies.	E
	Competent and confident in the use of ICT including Word and Excel, Google calendar, Google docs (or similar) and school management information systems.	E
	Able to deal calmly and sensitively with people and resolve conflict.	E
	Able to maintain and produce accurate information and records and to maintain confidentiality.	E
	Committed to high personal standards at all times.	E
	A proven record of excellent attendance and punctuality.	E
	A willingness to learn new skills and to undertake further professional development.	E
	Able to produce high quality documentation that is appropriate, clear and concise.	E
	Able to promote a positive ethos around school and act as a positive role model.	E
	A sense of humour and a positive outlook.	E

Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

CPO May 2022