

POST: Designated Safeguarding Lead
GRADE: NJC Points
Person Specification

NOTE TO CANDIDATE:

- The **Essential Criteria** are 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 academy 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.

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications and Training	<ul style="list-style-type: none"> • Grade C or above GCSE Maths and English (or equivalent). • Level 3 in relevant subject (A Level/Diploma and above). • Level 4 qualification. • Willingness to participate in relevant training and development opportunities. • Safeguarding Children training. 	Application form and interview.	<ul style="list-style-type: none"> • Early Help Assessment champion. • Young Carer champion. • Degree in relevant subject. • Youth Mental Health First Aider. 	Application form and interview.

Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working with children and young adults. • Experience of working in a team. • Experience of multi-agency working. • Experience of early help assessments. • Experience of all aspects of child protection Experience of working with families from diverse communities and / or situations. • Demonstrable knowledge of child protection and safeguarding protocols with children and families • Evidence of continuing professional development • Demonstrable knowledge of statutory guidance such as Keeping Children Safe in Education 2025, Prevent Duty, GDPR etc • Experience of dealing effectively with complex situations involving families and young people Experience of preparing documentation for external agencies and statutory reports 	Application form and interview.	<ul style="list-style-type: none"> • Experience of support agencies in the local authority. 	Application form, references, and interview.
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	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Skills and Abilities	<ul style="list-style-type: none"> • Proven interpersonal, verbal and written communication skills with the ability to effectively communicate with a wide range of people, particularly with parents / carers and external agencies. • Ability to manage own workload with limited supervision. • Ability to hold difficult conversations confidently and effectively • Excellent time management skills. • Excellent organisational skills. • Ability to multitask and use initiative. • Good numeracy and literacy skills. • Ability to liaise sensitively and effectively with parents and carers, recognising their role in students' learning. • Good IT skills. • Ability to work in a team collaboratively to share ideas and achieve objectives • Ability to offer a firm but friendly approach and be self-confident in dealing with people. • Ability to relate to children and adults. • Ability to build effective working relationships with all students, parents, agencies and colleagues. • Willingness to work occasionally out of academy hours. 	Application form, references and interview.		