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| **Post title:**  **School:**  **Pay range:**  **Line manager:**  **Supervisory responsibilities:** | Designated Safeguarding Lead  Special School  Grade 11  The headteacher and governing body |

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| criteria | qualities |
| **Qualifications**  **and training** | * GCSE (or equivalent) in English and maths * Good ICT skills * Degree in relevant subject * Experienced DSL (Designated Safeguarding Lead) training certificate |
| **Experience** | ESSENTIAL   1. 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  1. Demonstrable evidence of developing and implementing strategies to help children and their families 2. Experience of handling large amounts of sensitive data and upholding the principles of confidentiality 3. Experience of drafting reports and identifying trends and patterns from data 4. Experience of attending relevant joint agency meetings such as Case Conferences   DESIRABLE   1. Successful leadership and management experience in a school or other relevant organisation 2. Experience of working with children and young people with disabilities and additional needs |
| **Skills and knowledge** | ESSENTIAL:   1. Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies 2. Ability to work with a range of people with the aim of ensuring the safety and welfare of children 3. Knowledge of different areas of safeguarding and Child Protection and how to protect children and minimise risk 4. Awareness of local and national agencies that provide support for children and their families 5. Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns   DESIRABLE   1. Good IT skills, including previous use of safeguarding monitoring software, information management systems- the school uses MyConcern and SIMS 2. Effective communication and interpersonal skills 3. Ability to communicate a vision and inspire others 4. Ability to build effective working relationships with staff and other stakeholders |
| **Personal qualities** | ESSENTIAL   1. Commitment to ensuring the safety and welfare of children 2. Commitment to upholding and promoting the ethos and values of the school 3. Integrity, honesty and fairness 4. Ability to work under pressure and prioritise effectively 5. Commitment to maintaining confidentiality at all times 6. Commitment to equality 7. Ability to persist if a child is considered at risk and escalate concerns to relevant agencies and managers if needed |