

Person specification – Designated Safeguarding Lead

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE (or equivalent) in English and maths • Degree
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school or other relevant organisation • Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders • Ability to manage the administration demands of the role.
Personal qualities	<ul style="list-style-type: none"> • Commitment to ensuring the safety and welfare of children • Commitment to upholding and promoting the ethos and values of the school • Integrity, honesty and fairness • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: April 2022

Next review date: April 2023



Headteacher/line manager's signature:

Date:

Postholder's signature:

Date: