

Person Specification – Learning Mentor, Safeguarding & Attendance Officer

Category	Essential	Desireable	Method of Assessment
Physical	<ul style="list-style-type: none"> • Smart, business like appearance • Excellent verbal and written communication skills • Approachable • 		Interview
Qualifications	<ul style="list-style-type: none"> • Level One Safeguarding Training or equivalent • GCSEs Including English and Mathematics • 	NVQs or Degree including but not limited to psychology, sociology, childhood studies, learning and teaching.	Application Form and Interview
Experience	<ul style="list-style-type: none"> • Experience of safeguarding and child protection procedures. • To have worked for a minimum of 3 years with young people • Experience of record keeping and managing a case load of work • To have worked on cases managed at both Early Help level and Child in Need and/or Child Protection level • Experience of working with external agencies in relation to safeguarding. • 		Application Form and Interview
Training	<ul style="list-style-type: none"> • Willing to participate fully in all relevant training, including training to support the 	<ul style="list-style-type: none"> • ECAF trained 	Application Form and Interview.

	<p>postholder in their safeguarding responsibilities.</p> <ul style="list-style-type: none"> • Suitable safeguarding training. 	<ul style="list-style-type: none"> • Lead Professional trained • Module one, two and three trained in Safeguarding and Child Protection • Outcomes Star Trained • First Aid Trained 	
Special Knowledge	<ul style="list-style-type: none"> • Able to plan and adapt to differing children's needs to support social, emotional and mental health needs. • Able to demonstrate an understanding of the skills required when working in partnership with other organisations. • Able to demonstrate a commitment to the philosophy of continuous improvement • Understanding of safeguarding children and the boundaries between adults and children in a school setting. • Competent in the use of IT packages • Upholds and maintains the Trust and School values at all times. • 	<ul style="list-style-type: none"> • Knowledge and understanding of local issues in relation to safeguarding. 	
Circumstances	<ul style="list-style-type: none"> • Able to attend evening meetings. • Able to travel. • Able to work during some school holiday periods. • Able to attend all Academy open and parents' evenings. • Able to attend all Academy special events. 		
Disposition	<ul style="list-style-type: none"> • To be a warm person • To be an excellent team player. 		

	<ul style="list-style-type: none"> • Able to, support, influence and motivate others. • Outstanding interpersonal skills and an ability to build relationships with people of all ages and backgrounds • Able to remain calm under pressure and manage conflicting demands. • Able to manage and prioritise a diverse and demanding workload. • Excellent organisational and time management skills. • Ability to work with an attention to detail and a commitment to the highest possible quality standards. • Ability to work with tact and diplomacy. 		
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Commitment to safeguarding children and young people. • Demonstrate enthusiasm, conviction and clarity when presenting ideas. • Able to analyse, assess and interpret a range of data and information sources. • Excellent written and verbal communication skills. • Ability to adapt communication tone and style to meet the needs of differing target audiences. 		
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Disclosure & Barring Service Check confirming the appointee is not on the Children's Barred list. • In accordance with Keeping Children Safe in Education an online search will be carried out on all shortlisted applicants. • This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role. 		

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.