**Person Specification**

**Safeguarding and Attendance Officer/DSL**

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| **Qualifications and Training**  **Evidence of:** | | |
| English GCSE pass at C or above or equivalent | **E** |  |
| Relevant qualification or experience, e.g. Trauma, Mental Health, safeguarding | **E** |  |
| Additional short course training or self-directed learning relevant to SEMH. | **E** |  |
| Up to date safeguarding training | **E** |  |
| Up to date DSL training |  | **D** |
| **Professional Skills and Experience**  **Evidence of:** | | |
| At least three years’ experience of working with children and young people in a special school or similar educational setting | **E** |  |
| Experience of working with students who have behaviours that are challenging or socially withdrawn | **E** |  |
| High level of knowledge, skills and understanding around child protection and safeguarding | **E** |  |
| Experience of working with different need types, e.g. SEMH, ASC, MLD over an extended period of time. |  | **D** |
| Willingness to participate and lead in further training and development opportunities | **E** |  |
| Ability to understand the impact of secondary trauma on self and to regulate and seek support when required to ensure a healthy working mindset |  | **D** |
| Experience of team working | **E** |  |
| Ability to work with and negotiate outcomes with other external professionals | **E** |  |
| Excellent interpersonal skills and a strongly solution-focused approach to issues | **E** |  |
| ICT skills, including the use of Microsoft Office Word, Excel and Outlook, CPOMS and Arbor | **E** |  |
| Excellent organisational and administrative skills including managing own workload priorities | **E** |  |
| Ability to work in a demanding environment meeting tight deadlines, whilst remaining calm and polite at all times | **E** |  |
| Ability to adapt response in different situations and have energy and resilience | **E** |  |
| Strong listening skills and the ability to deal with sensitive situations with integrity and commitment to the ethos of the Trust | **E** |  |
| Good verbal and written skills | **E** |  |
| Have own transport to move between schools and attend meetings | **E** |  |
| Ability to drive a minibus |  | **D** |

**Essential (E), must have**

**Desirable (D), should have**