**Safeguarding and Inclusion Coordinator**

**PERSON SPECIFICATION**

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| **CRITERIA** | **QUALITIES** |
| **Qualifications and Training** | **Essential**   * Educated to degree level or equivalent * Relevant safeguarding qualifications such as Safer Recruitment, DSL Level 3 * Qualified Teacher Status |
| **Experience** | **Essential**   * Successful leadership of safeguarding as a DSL in a school or other educational setting * Promoting a safeguarding culture * Building relationships with children and their parents, particularly the most vulnerable * Working with a range of external partners * Leading on attendance * Working with pupils with additional needs * Delivering training to different groups within a school * Writing and implementing policies * Record keeping * Raising awareness of safeguarding * Working and communicating effectively with relevant agencies * Experience of handling large amounts of sensitive data and upholding the principles of confidentiality * Evidence of continuing professional development   **Desirable**   * Teaching at a primary level * Maintenance and monitoring of the Single Central Record |
| **Skills and Knowledge** | **Essential**  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, including previous use of online recording systems (CPOMS) * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Knowledge of relevant up to date educational issues   **Desirable**   * Knowledge and experience of working with Bi Borough LCSB * Knowledge of community languages within Kensington |
| **Personal Qualities** | **Essential**   * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils * Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard pupils, staff and parents and reputation of the school * Commitment to safeguarding and equality * Ability to work under pressure and prioritise effectively * Strong organisational and planning ability * Analytical ability * Ability to think strategically * Maintain confidentiality at all times * Effective communication abilities and interpersonal skills * Ability to communicate a leadership vision and lead and inspire others * Ability to build effective working relationships with staff and stakeholders * Motivation to improve the school * Initiative * External orientation – motivation to understand the wider context * Confidence and a strong sense of personal authority * Adaptability |