**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
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| **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
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| **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
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| **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
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