

## Person Specification – Safeguarding Liaison Officer

Specification	Essential	Desirable	Evidence
<b>Qualification/ Training</b>	<ul style="list-style-type: none"> <li>• Educated to Degree Level or equivalent</li> <li>• Maths and English at grade A* - C or equivalent</li> <li>• Excellent numeracy/literacy skills</li> <li>• Willing to participate in and undertake training as necessary</li> <li>• Completed safeguarding training</li> <li>• Evidence of Continuing Professional Development in safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised Safeguarding qualification or Counselling qualification</li> <li>• QTS status or Certificate in Education</li> <li>• Workshop to Raise Awareness of Prevent (WRAP) and Channel/Prevent Multi-Agency Panel (PMAP) trained</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> </ul>
<b>Experience</b>	<p>Experience of:</p> <ul style="list-style-type: none"> <li>• Carrying out a substantial safeguarding role to include dealing with a range of issues such as abuse, neglect, radicalisation, CSE</li> <li>• Making appropriate referrals into Children and/or Adult Social Care</li> <li>• Completing safeguarding related risk assessments, putting in place relevant control measures that leads to informed decisions</li> <li>• Developing working relationships internally and with external agencies successfully</li> <li>• Delivering safeguarding related staff training</li> <li>• Attending statutory, multi- agency and family meetings</li> <li>• Ability to deal with situations sensitively and with empathy, both face to face and telephone communication</li> <li>• A track record of providing and analysing statistical data in a clear, understandable report format</li> <li>• Proven track record or working with complex issues of a difficult and sensitive nature</li> <li>• Providing effective safeguarding support and guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of completing/leading on Early Help Assessments (EHAs)</li> <li>• Experience of safeguarding learners in education</li> <li>• Experience of working to LADO procedures</li> <li>• Knowledge and use of CPOMS</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> <li>• Performance of task/test at interview</li> </ul>

Specification	Essential	Desirable	Evidence
<p style="text-align: center;"><b>Skills &amp; Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Have a good, sound, working knowledge of current safeguarding, child and adult protection legislation, statutory and other related guidance</li> <li>• Have a good, sound, working knowledge of current data protection and confidentiality related legislation, statutory and other related guidance</li> <li>• Preparing and presenting safeguarding, child and adult protection reports and information</li> <li>• A knowledge of available safeguarding support services and referral routes</li> <li>• Excellent administrative and organisational skills</li> <li>• Good IT skills</li> <li>• Capable of working under operational pressure in a challenging environment</li> <li>• Ability to meet deadlines effectively</li> <li>• Excellent communication, negotiating, mediating and interpersonal skills, in particular, an ability to relate well to young people, parents/carers, colleagues and professionals</li> <li>• Able to establish and maintain positive and professional relationship</li> <li>• Ability to work in a crisis situation</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of diversity, equal opportunities and DDA legislation</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> <li>• Performance of task/test at interview</li> <li>•</li> </ul>
<p style="text-align: center;"><b>Personal characteristics</b></p>	<ul style="list-style-type: none"> <li>• A courteous, positive and 'can do' problem solving approach</li> <li>• An ability to form good working relationships with colleagues and to work cooperatively in a team</li> <li>• Ability to work with a range of people at all levels</li> <li>• Ability to work on own initiative</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>

