

PERSON SPECIFICATION

Section: PASTORAL	Reports to: Academy Lead SWAM
Job Title: Campus SWAM	Grade/Salary Range: NJC Range 7 £33,945 - £37,336
Working Pattern: 42.5 hours per week	Weeks per annum: 39

Factors	Essential	Desirable	Assessment Method
Qualifications	<p>Minimum of 1 year DSL experience.</p> <p>Working with complex pupils / families</p> <p>Experience of working with children who present with additional needs and /or challenging behaviours.</p> <p>GCSE Maths & English (A-C Grade)</p> <p>Previous training / experience within a Safeguarding /Attendance role / Social services / Police</p> <p>Good understanding of attendance protocols.</p>	<p>Knowledge of attendance protocols</p> <p>Further relevant qualifications which link directly to the role</p> <p>Experience as a manager / senior leader</p>	<p>Application form</p> <p>Certificates</p>
Training	<p>DSL Training</p> <p>Very good numeracy and literacy skills</p> <p>Ongoing professional development within previous roles undertaken</p>	<p>Mental Health Training</p> <p>Previous training / experience within an Attendance role</p>	<p>Application form</p> <p>Interview</p>
Experience	<p>Pertinent experience to all aspects of this varied role; safeguarding, welfare, attendance, families, working closely with external agencies</p> <p>Significant experience working with children and families at risk and in challenging / complex situations</p> <p>Working in a systemic way</p>		<p>Application form</p> <p>Interview</p>

	<p>Intellectual approach to improving set procedures.</p> <p>Ability to work as part of a team</p> <p>Ability to make decisions.</p> <p>Experience of successfully dealing with child protection issues.</p>		
Knowledge and Skills	<p>A high degree of personal, interpersonal, organisational, communication and administrative skills including initiative, diplomacy, influencing, discretion and a professional approach.</p> <p>IT literate – ability to work with all Microsoft packages, including Teams and OneDrive, as well as safeguarding packages.</p> <p>Flexible, adaptable and communicates well with the whole school community and all those who interact with us.</p> <p>Excellent written and verbal communication skills.</p> <p>Self-motivated and able to complete tasks despite daily distraction.</p> <p>Ability to solve problems within area of work.</p> <p>Good time management, ability to prioritise and meet deadlines.</p> <p>Understands GDPR</p>	<p>Ability to work with school management information systems e.g. Sims / CPOMS</p> <p>Emotional resilience in working with challenging behaviours.</p>	<p>Application Form</p> <p>Interview</p>
Personal Qualities	<p>High degree of professional autonomy.</p> <p>Committed to equality of opportunity.</p> <p>Understands and gets on well with all types of people and able to win their trust and respect.</p> <p>Ability to work under pressure, whilst</p>	<p>Shares knowledge with others and supports their development.</p> <p>Understanding of promoting positive relationships within the wider academy community.</p>	<p>Application Form</p> <p>Interview</p>

	<p>meeting deadlines.</p> <p>Accurate, pays attention to detail and meticulous record keeping.</p> <p>Ethical, fair, enthusiastic, observant, assertive and operates with integrity.</p> <p>Operates with patience and tact.</p> <p>Smart and professional in appearance.</p> <p>Methodical approach to work and the ability to prioritise.</p> <p>Understanding and respect for confidentiality in relation to all issues connected with the role.</p> <p>Reflective practice</p>		
Other	<p>Willingness to challenge oneself to continually improve performance.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with safeguarding practices.</p> <p>Chiltern Way Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	<p>Constantly developing relationships with school stakeholders: students, staff, Academy SWAM, LA, parents & community.</p>	<p>Application Form Interview</p>