

**Northern Education Trust**  
 Post: Safeguarding and Well-Being Officer  
**PERSON SPECIFICATION**

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
<b>QUALIFICATIONS</b>				
1.	5 GCSE or equivalent at Grade C or above (inc English and Maths)	E	✓	
2.	A Levels or equivalent	D	✓	
3.	Post qualifying training in social work, counselling or other professional development areas relevant to working with families/parents/children and young people	D	✓	
4.	Evidence of recent professional development	E	✓	
<b>EXPERIENCE</b>				
5.	Demonstrate knowledge of the principals involved in giving advice and guidance to children / young people	E	✓	✓
6.	Knowledge of Child Protection Procedures and intervention work	E	✓	✓
7.	Knowledge of the range of additional support / agencies which can be of assistance to vulnerable pupils/ students and families	E	✓	✓
8.	Ability to summarise clearly and concisely and articulate concepts and proposals	E	✓	✓
9.	Ability to produce concise and complex reports	E	✓	✓
10.	Experience of working in a school environment	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
11.	To hold a Driving Licence	E		
12.	Ability to maintain records and write reports	E	✓	✓
13.	Ability to record and produce minutes	E	✓	✓
14.	Ability to work on one's own initiative, balance competing priorities and organise a work schedule	E	✓	✓

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
15.	Ability to motivate children / young people by establishing empathic and supportive working relationships	E	✓	✓
16.	Ability to work as part of a team to reach agreed targets and outcome for children / young people	E	✓	✓
17.	Demonstrate experience of working effectively with vulnerable children / young people in either education, social work, youth work or another related area of work	E	✓	✓
<b>PERSONAL QUALITIES</b>				
18.	Pleasant and friendly manner	E	✓	✓
19.	Polite and punctual	E	✓	✓
20.	Reliable	E	✓	✓
21.	A commitment to working as part of the whole Academy team and supporting the vision and aims of the academy	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.