**PERSON SPECIFICATION - Welfare Manager (Deputy Designated Safeguarding Lead)**

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| **Criteria** | **Description** | **Evidence** |
| Qualifications and Training | * Level 3 Designated Safeguarding * Other appropriate related safeguarding training such as Prevent, | Application Form  Letter of Application  Certificates |
| Experience | * Demonstrable experience of working effectively with vulnerable children/young people in either education, social work, youth work or another related area of work * Extensive experience of working effectively with the parents/carers of children/young people. | Application Form  References and Interview |
| Subject Specific Knowledge | * Demonstrable knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality * Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures. * Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable students and families. | Letter of Application  Interview |
| Other Professional Qualities | * Ability to write an action plan for a student, maintain student records and write other short reports as required. * Ability to work on one’s own initiative, balance competing priorities and organise a work schedule. * Ability to work as part of a team to reach agreed targets and outcomes for children/young people * A highly professional approach to their work, including commitment to ensuring excellent standards at all times. * Ability to form and maintain appropriate relationships and personal boundaries with students and families. * A commitment to the school’s aims and overall vision * Effective communicator with all staff in the school * Good ICT skills including the use of Word and Excel software. | Letter of Application  Interview |