**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 FormLetter of ApplicationCertificates |
| 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 FormReferences 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 ApplicationInterview |
| 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 ApplicationInterview |