



Person Specification – Inclusion and Safeguarding Officer

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	GCSE or equivalent in English and Maths
2	A clear understanding and experience of support required by families with complex and multiple needs and proven ability to assess family situations, develop individual packages of support and translate them into effective integrated plans
3	Ability to communicate and operate at a high level of understanding and competence
4	A good knowledge and understanding of the risk factors associated with family breakdown and difficulties
5	Well-developed emotional intelligence skills
6	Demonstrable experience in the role of Designated Safeguarding Lead in an Education Setting
7	Experience of working with a range of issues involved such as substance misuse, domestic violence, sexual exploitation, school exclusion, SEN and offending behaviour
8	Ability to demonstrate a flexible and creative approach
9	Excellent communication and relationship building skills and a willingness to work independently and as part of a team
10	Full driving licence, vehicle business insurance, and access to a road worthy vehicle that conforms to legislative requirements for work purposes.
11	Able to work with conflicting priorities
12	A commitment to raising standards for all young people at Trinity Academy Multi- Academy Trust
13	Experience of working successfully with young people
14	Experience of working successfully as a team member
15	Experience of a team approach to problem solving
16	Ability to work sympathetically yet purposefully with challenging adults and young people
17	Ability to take the initiative
18	Ability to use ICT and effectively interpret and analyse data

Desirable

19	A recognised qualification e.g. Certificate in Social Work (DipSW)
20	Ability to plan prepare and deliver evidence based parenting programmes e.g. Strengthening Families
21	Qualification in Counselling
22	Experience of working with parent/carers to support the needs of young people
23	Knowledge of SEN Code of Practice
24	Knowledge and ability to access and signpost to external agencies

Part B: Assessment Stage

Items 1, 2, 3 and 4 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none">▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people▪ motivation to work with children and young people and their families▪ emotional resilience in working around numerous priorities▪ support the promotion of positive relationships with parents and outside agencies
2	Proven multi agency work
3	Extensive knowledge of school policies on Safeguarding, Health and Safety, Behaviour and other integrated working processes.
4	Proven skills in safe decision making and problem solving
5	Proven impact in supporting families to achieve better outcomes
6	Good ICT skills and the ability to use them effectively
7	Able to relate well to children and adults and in particular able to establish positive relationships.
8	Able to respond positively and effectively to unexpected problems and situations.
9	Able to work constructively as part of a team and with a flexible approach to work.
10	Good sense of humour and tenacious attitude
11	Proven ability to show emotional resilience in a very demanding and busy environment

Desirable

11	Evidence of working as lead professional with regards to multi agency meetings
12	Demonstrate a good record of CPD

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	Yes
Lesson Observation	No	Skills Test	Yes
Other (specify)	No	Other (specify)	No

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)

Guidance Notes

General

- The person specification lists the essential criteria and any desirable criteria, if appropriate, that are needed to carry out the job. The criteria should include any qualifications, experience or skills that are essential to do the job, as well as criteria which would be beneficial (desirable) but would not stop a person from being short-listed (desirable criteria can usually be acquired once the person has commenced work).
- Criteria should be described in terms of what an applicant needs to demonstrate and how this may be evidenced. This ensures that we do not put unnecessary barriers in the way of applicants from diverse backgrounds and age ranges.
- Criteria must not be discriminatory and appointments panels need to be careful not to put too much emphasis on formal qualifications or lengths of experience that they can't justify, as other evidence of ability may be just as relevant. If you can't justify the inclusion of a criterion, don't use it:
 - Be particularly careful when applying general qualifications as this will be difficult to justify e.g. 5 GCSE's, degree level.
 - Describe experience in terms of quality, level and type rather than the length. For example, asking for 5 years experience could be age discriminatory if you can't justify why it is essential.
 - Do not use age as a condition or indicator of experience or maturity.
 - Avoid unjustifiable physical requirements that could exclude people with a disability.

Part A: Application Stage

- Part A of the person specification should focus on criteria that can be assessed at the application stage. For example, it is easier to assess if an applicant has a relevant qualification rather than their verbal communication skills which would be assessed at the interview stage.

Part B: Assessment Stage

- Part B of the person specification should focus on those criteria that will be further considered at the assessment stage and should identify the assessment methods that will be used. It may include additional work-related criteria that will be need to be discussed or checked at interview: for example, requirement for a particular working pattern, driving licence.

Part C: Additional Requirements

- Part C of the person specification should identify those criteria that will be assessed when pre-employment checks are taken up.