

## Person specification Head of Safeguarding

QUALITIFCATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Registered Nurse, Social Worker or teacher with minimum of 5 years practice at a senior level AND	✓ AND	
Minimum 5 years working within the area of safeguarding children and/or adults AND	✓ AND	
Professionally qualified to degree level or equivalent	✓	
Further qualification in Child Protection		✓
Commitment to own continuing professional development	✓	

STRATEGIC DEVELOPMENT AND DIRECTION OF THE SCHOOL	ESSENTIAL	DESIRABLE
The ability to work constructively in partnership with all stakeholders, establishing positive and effective collaborations with parents / carers, governors, other schools, external agencies and the local community.	✓	
Knowledge of recent educational developments, initiatives and legislation, and how they may impact on the provision.	✓	
Demonstrable experience of leading strategic and cultural change	✓	

LEADERSHIP AND MANAGEMENT	ESSENTIAL	DESIRABLE
Proven experience as a manager within school, leading motivating and managing staff effectively and working as a team-member	✓	
Proven ability to self-motivate, use initiative and lead proactively	✓	
Good organisational skills and the ability to have a flexible and adaptable approach.	✓	
Possess excellent listening, written and oral communication skills, the ability to chair meetings, make presentations and to communicate effectively with pupils, parents / carers, governors and staff.	✓	
The ability to manage time effectively.	✓	
Experience of completing performance management or appraisals including the day to day management of staff.	✓	
Full understanding of the issues surrounding Safeguarding.	✓	
Experience of delivering and organising safeguarding training.	✓	

KNOWLEDGE AND EXPERIENCE	ESSENTIAL	DESIRABLE
Minimum of 5 years delivering safeguarding training to a multi-professional workforce and or working within a multi-professional children or adult services.	✓	
Demonstrable technical knowledge, expertise and experience in safeguarding		✓

KNOWLEDGE AND EXPERIENCE	ESSENTIAL	DESIRABLE
Have the ability to maintain accurate records and documentation which comply with professional, legal and administrative requirements	✓	
Audit skills and experience	✓	
Experience of presenting to Governors and senior decision-makers	✓	
Theoretical and practical knowledge in the field of safeguarding to provide specialist safeguarding advice to managers, professionals and external agencies.	✓	
Understanding or practice in Mental health & learning disability services	✓	
Knowledge of current best practice	✓	
Understanding of scheduling courses based on activity and demand analysis	✓	

FINANCIAL MANAGEMENT	ESSENTIAL	DESIRABLE
Experience of successfully managing a training budget	✓	

PERFORMANCE STANDARDS	ESSENTIAL	DESIRABLE
At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.	✓	

PERSONAL RESPONSIBILITIES	ESSENTIAL	DESIRABLE
To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.	✓	

PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Ambitious and self-motivated professional who can inspire and motivate others working in partnership with the headteacher, deputy headteachers, designated safeguarding team, staff, governors, children and parents/carers.	✓	
Flexible and positive approach to whole school leadership.	✓	
Ability to analyse, prioritise and meet deadlines.	✓	
A proven ability in the use of information and communication technologies and of their application in management and education.	✓	
Demonstrable integrity, trust, empathy and compassion		
A strong awareness of professionalism and confidentiality		

ABILITIES	DESIRABLE
<b>Approach</b>	
Ability to adapt methods of work/training to meet specific environments/people who use services	✓
Ability to remain calm and clear and react to emergency situations and interruptions to planned time/training in order to prioritise patient and staff safety	✓

ABILITIES	DESIRABLE
<b>Emotional resilience</b>	
Responsibility to act as a role model for delivery of high quality safeguarding. Necessity to act as a mediator in solving differences of opinion and disputes	✓
Responsibility to investigate potentially distressing and emotional incidents relating to staff and patient safety	✓
Occasional exposure to intimate care situations and difficult working environments	✓
Be flexible to change and respond to unpredictable situations rapidly.	✓
Ability to manage challenging situations and behaviours.	✓

SKILLS	DESIRABLE
<b>Communication relationship</b>	
Excellent in-depth communication skills at all levels, in all areas	✓
Ability to negotiate with and influence staff at all levels	✓
Ability to communicate with large groups as part of formal training	✓
Ability to work as part of a team	✓
Ability to understand and effectively communicate complex information regarding legal requirements and expert safeguarding practice	✓
Ability to inspire confidence and be approachable	✓
Ability to de-escalate and foster collaborative inter-agency working	✓
<b>Analytical / Judgmental</b>	
Analytical and practical problem solving skills	✓
Good judgmental, influencing and persuading skills	✓
Evaluate all training and development sessions to enable training to be continuously improved	✓
<b>Planning / Organisational</b>	
Work with Teams to plan and organise advice/training for maximum benefit with minimum disruption to people who use service	✓
Work with initiative, organising and planning own work to meet the needs of the organisation	✓
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Excellent written, verbal communication and presentation skills are essential to ensure the highest standards in Safeguarding.	✓
<b>IT</b>	
Computer literate and good working knowledge of all relevant IT systems (Microsoft Office 2010, e-mail, PowerPoint)	✓