

Safeguarding Coordinator - Person Specification

Education and Qualifications	Essential	Desirable	Assessment
Educated to Degree Level or equivalent		✓	A
Holds relevant professional qualification in education, youth or social work at specialist or advance level	✓		A
Commitment to personal/professional development	✓		A/I

Experience	Essential	Desirable	Assessment
Demonstrable experience of working with young people and their families and building constructive relationships with parents/guardians/carers	✓		A/I
Experience of working in education	✓		A/I
Experience of working in a multi-agency setting	✓		A/I
Experience of trouble shooting school-wide pastoral issues		✓	A/I
Experience of working in a boarding setting		✓	A/I
Experience of planning and delivering training		✓	A/I

Knowledge and Understanding	Essential	Desirable	Assessment
Thorough understanding of the legal and procedural framework relating to safeguarding	✓		A/I
Understanding of the specialist support services available to young people in Berkshire	✓		A/I
An understanding of effective approaches to counselling		✓	A/I
Knowledge of current ISI/Ofsted inspection regime		✓	A/I

Skills	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		A/I
Ability to communicate with students both individually and in a group setting	✓		A/I
Willing and able to deal with disruptive or disenfranchised students	✓		A/I
Ability to deal with confidential information with discretion and professionalism	✓		A/I
Excellent IT skills and able to use multiple systems and programs	✓		A/I
Good communication skills	✓		A/I
Excellent role model for staff and students	✓		A/I
Ability to generate ideas and drive initiatives	✓		A/I
Excellent organisational and record keeping skills	✓		A/I

Personal Qualities	Essential	Desirable	Assessment
Optimism and emotional resilience	✓		I
High expectations of students and colleagues	✓		I
Highly motivated and able to motivate and inspire	✓		I
Enthusiastic and committed	✓		I

Open-mindedness	✓		I
A forward-thinking approach	✓		I
Excellent interpersonal skills	✓		I
Ability to be reflective and self-critical	✓		I
Display calmness under pressure	✓		I
A commitment to the whole life of a busy boarding community		✓	I
Charismatic - having 'a presence'		✓	I
Recognise the importance of personal responsibility for Health and Safety	✓		I
Commitment to the school's ethos, aims and its whole community	✓		I

Assessment Key

A Application Form

I Interview