|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Qualifications  | * NVQ Level 3 for TA’s or caring profession
* English and Mathematics at grade A\* - C or equivalent
* Safeguarding Level 3, or a willingness to undertake training
* Willing to participate in and undertake training as necessary
 | * Educated to Degree Level or equivalent
* Evidence of Continuing Professional Development in safeguarding
* Recognised Safeguarding qualification or Counselling qualification
* WRAP and Channel trained
* First Aid, or a willingness to undertake First Aid training
 |
| Experience  | Experience of:* Working with children with challenging behaviour
* Working with vulnerable children and those with emotional difficulties
* Working in a school or caring profession
* Communicating with parents/carers in sometimes conflicting circumstances
* Working with complex issues of a difficult and sensitive nature
 | * Carrying out a substantial safeguarding role to include dealing with a range of issues such as abuse, neglect, radicalisation, CSE, HSB
* Attending statutory, multi-agency and family meetings
* Making appropriate referrals into Children and/or Adult Social Care
* Experience of completing/leading on EHAs
* Delivering safeguarding related staff training
 |
| Knowledge and Skills | * Ability to deal with situations sensitively and with empathy, both face to face and telephone communication
* Ability to preparing and present safeguarding, child and adult protection reports and information
* Excellent administrative and organisational skills
* Good IT skills
* Capable of working under operational pressure in a challenging environment
* Ability to meet deadlines effectively
* Excellent communication, negotiating, mediating and interpersonal skills, in particular, an ability to relate well to young people, parents/carers, colleagues and professionals
* Able to establish and maintain positive and professional relationship
* Ability to work in a crisis situation
 | * Have a good, sound, working knowledge of current safeguarding, child and adult protection legislation, statutory and other related guidance
* Have a good, sound, working knowledge of current data protection and confidentiality related legislation, statutory and other related guidance
* Understanding of diversity, equal opportunities and DDA legislation
 |
| Personal and professional skills | * A courteous, positive and ‘can do’ problem solving approach
* An ability to form good working relationships with colleagues and to work cooperatively in a team
* Ability to work with a range of people at all levels
* Ability to work on own initiative
 |  |