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|  | **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 |  |