



PERSON SPECIFICATION

Application Form AF; Work-related task T; Interview I; Certificate C; References R

Skills	Essential	Desirable	Assessed
Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies	✓		AF/T
A sound knowledge and understanding of current safeguarding developments, both at a local and national level	✓		AF/I
Ability to take initiative, lead, motivate, inspire, to ensure safety and welfare of all stakeholders of the school community	✓		AF/I/T
Awareness of local and national agencies that provide support for children and their families	✓		AF/T
Excellent organisational and record keeping skills, with excellent attention to detail to produce reports, take minutes of meetings, and document safeguarding concerns	✓		AF/I
Excellent interpersonal and group skills	✓		AF/I
Good organisational and planning skills	✓		AF/I
A range of strategies for creating a positive climate	✓		AF/T/I
Good IT skills, including previous use of CPOMs (or an equivalent system)		✓	AF/T/R/I
Ability to undertake self-evaluation and plan and execute improvements	✓		AF/I
Have the capacity to manage own work pressure and that of others effectively	✓		AF/I



Qualities	Essential	Desirable	Assessed
Knowledge of changes to KCSIE	✓		AF/I
Commitment to ensuring the safety and welfare of children	✓		AF/I
A commitment to upholding and promoting the ethos and values of the school	✓		AF/I
The ability to manage time effectively and prioritise work	✓		AF/I/R
The ability to form and maintain appropriate relationships and personal boundaries with students	✓		AF/I/R
Ability to build effective working relationships with staff and other stakeholders	✓		AF/I
Be a successful team player and be able to make sound judgments	✓		AF/I/R
Patience, whilst having a sense of humour	✓		AF
Ability to work under pressure and meet deadlines	✓		AF/I
Able to learn and develop knowledge, skills, and practice from others	✓		AF/I/R
A commitment to personal and professional development	✓		AF/I/R
An ability to understand and appreciate your current strengths and the ways in which these might be further developed	✓		AF/I
Reflective practitioner who can take on board negative feedback and act on it positively	✓		I



Equal Opportunities	Essential	Desirable	Assessed
A commitment to inclusive education	✓		AF/I
Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	✓		AF/I

Experience	Essential	Desirable	Assessed
Minimum of one-year experience in a Safeguarding Team within a school	✓		AF
Building relationships with children and their parents, particularly the most vulnerable	✓		AF/I
Working and communicating effectively with relevant agencies	✓		AF/I
Implementing and encouraging good safeguarding practice throughout a large team of people	✓		AF/I
Demonstrable evidence of developing and implementing strategies to help children and their families	✓		AF/I
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	✓		AF/I
Experience of working with students with social, emotional, and learning difficulties, SEND and/or disabilities	✓		AF/I

Education and Qualifications	Essential	Desirable	Assessed
GCSE (or equivalent) in English and Maths	✓		AF/C
Relevant professional development over the last two years		✓	AF/C

In line with Keeping Children Safe in Education (KCSIE), online searches are carried out on all shortlisted candidates for all positions at The Westgate School. The searches are carried out to identify any incidents or issues that have happened, and are publicly available online, which we might want to explore at interview. An enhanced Disclosure and Barring Service (DBS) check and references will be requested in the event of a successful appointment.