

EMPLOYEE SPECIFICATION

SECTION: All Schools Model

JOB TITLE: Safeguarding Support Officer

GRADE: 8

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of working with children/young people.	Application Form/ Selection Process.	A
		1.2	Experience of developing effective strategies to promote positive behaviour and inclusion.	Application Form/ Selection Process	A
		1.4	Experience of developing effective working relationships with a wide range of external agencies.	Application Form/ Selection Process	A
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Educated to GCSE level or above including English and Maths or be able to demonstrate ability to work at this level.	Application Form/ Selection Process/ Certificate.	A
		2.2	Minimum NVQ Level 3 or equivalent qualification in a relevant subject e.g. education, health or social care.	Application Form/ Certificate	A
		2.3	Training in relevant strategies.	Application form/ Selection Process.	B
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Knowledge and understanding of Child Protection and safeguarding Procedures.	Application Form / Selection Process	A
		3.2	Understanding of National Curriculum and other learning programmes/strategies.	Application Form/ Selection Process	A
		3.3	Working knowledge of child development and learning.	Application Form/	A

		3.4	Understanding and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job.	Selection Process Application Form/ Selection Process	B
		3.5	Knowledge of assessment models and other family support strategies.	Application Form/ Selection Process	A
4.	SKILLS AND ABILITIES	4.1	Ability to relate to children/young people from diverse social backgrounds.	Application Form/ Selection Process.	A
		4.2	Ability to work as a team member and on own initiative.	Application Form/ Selection Process	A
		4.3	Able to provide support to children and young people exhibiting challenging and behavioural difficulties.	Application Form/ Selection Process	A
		4.4	Ability to communicate effectively to develop and maintain positive relationships with children/young people, school staff, parents and external agencies.	Application Form/ Selection Process	A
		4.5	Ability to use IT systems and packages to produce reports, records and contribute to policy development.	Application Form/ Selection Process	A
		4.6	Ability to analyse and interpret information, maintain records and prepare complex reports e.g. court and review reports, management reports.	Application Form/ Selection Process	A
5.	ANY ADDITIONAL FACTORS	5.2	Commitment to ongoing personal training and development.	Selection Process	A
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application Form/ Selection Process	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

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ES Prepared/Amended	June 2015
Refers to Estab(s)	