



**Person Specification**  
**Title: Safeguarding and Welfare Lead**  
**Grade: 6/SO1**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. Priority 1 criteria are essential on appointment. Priority 2 criteria may be acquired after appointment. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

**Qualifications/Experience**

1. Experience of working within a team (1)
2. Experience of working, caring or voluntary work with people who have barriers to learning and/or special educational needs (1)
3. Experience of working in an education environment (2)

**Ability, Skills and Knowledge**

1. To have sound knowledge of safeguarding and child/adult protection, including the process, duties, responsibilities and government guidance. (1)
2. To have strong interpersonal skills and professional presentation appropriate to working with professionals from other organisations, parents, carers, advocates and others. (1)
3. Able to demonstrate a good level of ICT. Candidate must be competent in all Microsoft Office Packages (including; word, excel outlook and Office 365). As well as having a good level of competency in the use of College systems with relevant training. (1)
4. To organise and chair internal Multi-Disciplinary meetings.
5. Under the supervision of the Designated Safeguarding Lead evaluate individual cases and determine the most appropriate actions to follow on a case-by-case basis. (2)
6. To have experience of working with other internal and external organisations and be confident in implementing strategies and interventions required, such as a mental capacity assessment. (1)
7. Under the supervision of the Designated Safeguarding Lead link with local, regional and national initiatives with regards to mental health and safeguarding (2)
8. To have good understanding of local/national partnerships and available early help services (2)
9. To have excellent literacy skills to enable the undertaking of admin tasks in preparation for meetings under the direction of the Designated Safeguarding Lead, Centre and College leadership team. (1)
10. To have good understanding and knowledge of students who have mental health support needs, and recognise pathways for referrals where appropriate. (1)
11. To have experience/knowledge of government schemes and initiatives such as bursaries, free school meals etc. (1)
12. To have experience of and be confident in building relationships with external stakeholders to communicate in the best interest of students. (1)
13. To have experience and be confident in running training sessions/workshops inclusive of students with SEND. (1)
14. To have sound understanding and experience of liaising with and referring to external agencies when appropriate. (1)
15. Ability to communicate using a variety of methods such as email, phone and face to face. (1)
16. Able to promote and adhere to College's policies and procedures, including, but not extensive to; Safeguarding of Children and Vulnerable Adults Policies and Health and Safety Policies (1).

**Other requirements of the post**

This post involves working with students who may exhibit behaviours of concern. In order to ensure the safety of the post holder and others, the post holder must be able to participate fully in training provided in de-escalation and physical interventions and be able to carry out agreed Physical Intervention procedures at work.

Some students use wheelchairs and require personal care and hoisting. This post involves active assistance of students to carry out these areas of learning, following training.

**Other requirements of the post**

- No annual leave to be taken in term time.
- Undertaking other duties as required by the Principal, DSL, Senior leaders, which are considered commensurate with the job purpose and grading.
- Attending appropriate training and further develop own CPD.
- Maintaining a professional relationship with other members of the team.
- Maintaining confidentiality at all times.

The post holder must be prepared to work with the range of SEN with training including SEMH and PMLD.

This job description reflects the current situation. It may be altered in details and emphasis in the light of changes, service needs or function. Any changes will be fully discussed with the post holder.

**Training can include:**

- Attending all whole college INSET days /weeks and twilight sessions.
- Training will include enrolment on our tiered CPD programme (basic safeguarding, Educare, Positive Behaviour Support).
- Attending external training courses which relate directly to the role. As directed.