**Person Specification**

**Safeguarding and Vulnerable Pupils Manager**

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| **KNOWLEDGE/QUALIFICATIONS** | **Essential** | **Desirable** | **Where?** |
|  |  |  |  |
| Level 4 qualifications (Foundation degree or diploma) | ✓ |  | Documents |
| Degree (or equivalent qualification) |  | ✓ | Documents |
| Knowledge & understanding of safeguarding including Child Protection | ✓ |  | Interview |
| Understanding of Pupil Premium funding and eligible pupils |  | ✓ | Interview |
| Commitment to personal/professional development | ✓ |  |  |
| **EXPERIENCE** |  |  |  |
| Experience of working with children and young people within an educational context |  | ✓ | Application |
| Experience of working with children, parents and carers with regards to all aspects of safeguarding | ✓ |  | Application |
| Experience of working collaboratively with staff and external agencies | ✓ |  | Application |
| Experience of a similar role in a secondary school including experience of DSL duties and obligations. |  | ✓ | Application |
| Experience of data management | ✓ |  | Application |
| Experience of SiMs especially Report Generator |  | ✓ | Application/Interview |
| Experience of training and development of colleagues. |  | ✓ | Application |
| Experience of academic mentoring |  | ✓ | Application |
| **SKILLS and ATTRIBUTES** |  |  |  |
| Ability to establish good working relationships and effective teamwork | ✓ |  | Interview/References |
| Excellent role model for pupils and staff | ✓ |  | Interview/References |
| Ability to remain calm under pressure and meet deadlines | ✓ |  | Interview/References |
| Enthusiastic and highly motivated with the ability to use a solution focused approach | ✓ |  | Interview/References |
| Ability to coordinate, manage and contribute to multi-agency meetings |  | ✓ | Application/ Interview/References |
| Excellent listening and organisational skills and excellent communication skills (verbal and written) | ✓ |  | Interview/References |
| Understanding of the barriers to achievement & wellbeing and willingness to use innovative approaches to pupil motivation and pastoral care | ✓ |  | Interview/References |
| Effective IT skills and the ability to use IT to support pupils learning/access to the curriculum | ✓ |  | Interview/References |
| Commitment to ensuring excellent standards of behaviour at all times | ✓ |  | Interview |
| Set consistently high expectations of self and others | ✓ |  | Interview/References |
| Excellent interpersonal skills | ✓ |  | Interview/References |
| The ability to use a range of data/evidence to monitor/evaluate progress of pupils | ✓ |  | Interview |
| An understanding of the wider curriculum beyond school and the opportunities it provides for pupils | ✓ |  | Interview |