

PERSON SPECIFICATION

Section: Safeguarding	Reports to: Safeguarding, Welfare and Attendance Manager
Job Title: Safeguarding, Welfare & Attendance Support	Grade/Salary Range: Bucks Pay Range 4 £26,477 - £28,645 (pro rata for 35 hours approx. £21,240 - £22,980)
Working Pattern: 35 - 42.5 hours per week	Weeks per annum: 39

Factors	Essential	Desirable	Assessment Method
Qualifications	Initial Training DSL/Refresher. GCSE Maths & English (A-C Grade).	Further relevant qualifications which link directly to the role.	Application form Certificates
Training	DSL Training. Ongoing professional development within previous roles undertaken.	Mental Health Training. Evidence-based interventions.	Application form Certificates Interview
Experience	Previous training / experience within a Safeguarding /Attendance role / Social services / Police. 1 year DSL. Working with complex children / families. Experience of working with children who present with additional needs and / or challenging behaviours. Working with children and families at risk and in challenging / complex situations. Experience of successfully dealing with child protection issues. Working in a systemic way.	Knowledge of attendance protocols. Good knowledge of local services and offers.	Application form Interview

	<p>Ability to work as part of a team.</p> <p>Ability to make decisions.</p>		
Knowledge and Skills	<p>Very good numeracy and literacy skills.</p> <p>A high degree of personal, interpersonal, organisational, communication and administrative skills including initiative, diplomacy, influencing, discretion and a professional approach.</p> <p>IT literate – ability to work with all Microsoft packages, including Teams and OneDrive, and Word, Excel as well as safeguarding packages.</p> <p>Flexible, adaptable and communicates well with the whole school community and all those who interact with us.</p> <p>Excellent written and verbal communication skills.</p> <p>Self-motivated and able to complete tasks despite daily distraction.</p> <p>Ability to solve problems within area of work.</p> <p>Good time management, ability to prioritise and meet deadlines.</p> <p>Understands GDPR.</p>	<p>Ability to work with school management information systems e.g. Sims / CPOMS.</p> <p>Emotional resilience in working with challenging behaviours.</p>	<p>Application Form</p> <p>Interview</p>
Personal Qualities	<p>High degree of professional autonomy.</p> <p>Committed to equality of opportunity.</p> <p>Understands and gets on well with all types of people and able to win their trust and respect.</p> <p>Ability to work under pressure, whilst meeting deadlines.</p>	<p>Shares knowledge with others.</p> <p>Understanding of promoting positive relationships within the wider academy community.</p>	<p>Application Form</p> <p>Interview</p>

	<p>Accurate, pays attention to detail and meticulous record keeping.</p> <p>Ethical, fair, enthusiastic, observant, assertive and operates with integrity.</p> <p>Operates with patience and tact.</p> <p>Smart and professional in appearance.</p> <p>Methodical approach to work and the ability to prioritise.</p> <p>Understanding and respect for confidentiality in relation to all issues connected with the role.</p> <p>Reflective practice.</p>		
Other	<p>Willingness to challenge oneself to continually improve performance.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with safeguarding practices.</p> <p>Chiltern Way Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	<p>Constantly developing relationships with school stakeholders: students, staff, LA, parents & community.</p>	<p>Application Form</p> <p>Interview</p>