

PERSON SPECIFICATION: Safeguarding Officer for Attendance

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		<ul style="list-style-type: none"> • Additional Intervention Training/Anxiety support/ Anger Management/Go Guys/Go Girls/Risk Avert • Level 2 Child protection Training
EXPERIENCE	<ul style="list-style-type: none"> • Supporting young people for whom there is safeguarding concerns or who are involved with external services. • Working with other agencies that support young people and their families. • Working with and leading teams of people in Pastoral administration. • Record keeping and Report writing. • Experience, knowledge and understanding of safeguarding procedures in schools. • Experience of the Early Help • Referral process • Relevant experience with Child Protection. • Experience with CPOMS 	<ul style="list-style-type: none"> • Relevant safeguarding responsibility within Education or Local authority
SKILLS	<ul style="list-style-type: none"> • ICT skills • Excellent organisational skills. • Ability to meet deadlines. • Ability to minute meetings. • Suitability to work with children and young people and their families • Ability to manage people and hold them to account. • Ability to manage effectively in volatile and emotionally challenging situations. 	<ul style="list-style-type: none"> • Relevant CPD; counselling, mentoring, Risk Avert training etc

KNOWLEDGE	<ul style="list-style-type: none"> • Child Protection Policies/ Procedures, Early Help procedure and Integrated Working Model, KCSIE • Special Education Needs (Code of Practice). • Education in Secondary School. 	<ul style="list-style-type: none"> • Experience of OFSTED requirements • Essex network, children's services and relevant external agencies
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