

Safeguarding Officer

	PERSON SPECIFICATION A = Application I = Interview	Essential or Desirable (E or D)	Method of Assessment
Skills and Attributes			
1.	Commitment to high quality post-16 education and opportunities.	E	A, I
2.	Strong communication skills - examples of external liaison and networking skills.	E	A, I
3.	Commitment to the development of every learner to support them in their aspirational goals	E	A, I
4.	Competent in IT with excellent administrative and organisational skills	E	A, I
5..	The ability to work effectively with learners presenting with a range of safeguarding needs relating to but not solely, physical, domestic violence, sexual, psychological/emotional, neglect, FGM, online bullying etc.	E	A, I
6..	Ability to work as part of an effective team and as an individual	E	A, I
7..	Ability to organise and arrange own workload to ensure deadlines are met and urgent cases are prioritised	E	A, I
8..	Commitment to inclusivity in the workplace.	E	A, I
9..	A strong sense of purpose and the drive to achieve agreed goals and deliver learner success.	E	A, I
10.	Good analytical and report writing skills	E	A, I
Experience			
11.	Knowledge and understanding of a wide range of safeguarding issues.	E	A, I
12.	Evidence of offering support and advice to a client group.	E	I
13.	Experience of making safeguarding referrals and liaising with external agencies	E	A, I

14.	Proven track record of setting and achieving challenging improvement targets	E	A, I
15.	Knowledge of legislative responsibilities and the importance of Equality & Diversity, Safeguarding, Prevent and British Values.	E	A, I
Education			
16.	Level of Maths & English Qualifications relevant to the post (Level 2 minimum)	E	A, I
17.	A relevant professional qualification relating to safeguarding or relevant experience.	E	A, I