

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	How identified
GCSE (or equivalent) in English and maths		*	A/C
Enhanced DBS	*		C
Child Protection Designated training and experience	*		A/I/C/R
Knowledge of national legislation related to safeguarding and working with children and young people		*	A/I
Experience of the Early Help process	*		A/I
Understanding of the issues related to disadvantage		*	A/I
Evidence of relevant continuous professional development	*		A/I/C
Awareness of support available for pupils with SEND		*	A/I
Awareness of organisations that offer support for pupils and families nationally and in the locality	*		A/I
Understanding, and application, of confidentiality	*		A/I
EXPERIENCE			
Experience of working to safeguard children and young people	*		A/I
Extensive experience of identifying, and working with, children or young people who are vulnerable or have social and emotional needs	*		A/I
Working with parents/ carers and families	*		A/I
Experience in education or other local government organisations	*		A/I/R
Working with external organisations, leading and attending multi-agency meetings	*		A/I
Handling difficult and challenging conversations	*		A/I
SKILLS			
Excellent organisational skills, time-management and ability to prioritise workload	*		A/I/R
Excellent active listening, communication and interpersonal skills	*		A/I/R
Able to work independently and be a team player	*		A/I/R
Ability to consult, reflect and evaluate practice of self and others	*		A/I/R
Excellent guidance, advisory, persuasiveness and negotiating skills	*		A/I/R

IT literacy (including CPOMS, SIMS, Microsoft, Internet and Email)	*		A/R
Ability to keep accurate records and strong written communication and problem-solving skills	*		A/I
Ability to build strong relationships and establish credibility with pupils, parents/ carers, academic staff and senior leaders	*		A/I/R
Have the ability to work effectively and network with a wide variety of support services	*		A/I
Willingness to attend training, undertake research and engage with professional development	*		A/I
Ability to appropriately plan, deliver and assess the impact of staff training		*	A/I
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Commitment to team work	*		A/I/R
Maintain confidentiality at all times	*		A/I/R
Professional and a positive role model	*		A/I/R
A patient and resilient attitude	*		A/I
Ability to remain calm whilst under pressure	*		A/I/R
Pragmatic approach to a range of situations while working to tight deadlines	*		A/I
Able to be flexible with work	*		I/R
Personable and approachable	*		A/I
A passion for social and emotional well-being and ensuring positive outcomes for children and young people	*		A/I
Work in ways that promote equality of opportunity, participation and diversity	*		A/I
Ability to motivate pupils	*		A/I
A commitment to Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
The post holder will have an energy, enthusiasm and a sense of humour	*		A/I
Ability to be professionally assertive	*		A/I
High level of initiative	*		A/I/R
Generosity of spirit and a positive outlook	*		A/I
Professional in appearance, manner and attitude	*		A/I/R

Key: A=Application, I=Interview and assessment, R=Reference, C=Certificate