

PERSON SPECIFICATION – Student Welfare Lead

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
<input type="checkbox"/> Relevant qualifications for the post including GCSE English and Maths or equivalent	E	Application form/Interview/Task
<input type="checkbox"/> Experience of using SIMS.net or similar data management system	E	
<input type="checkbox"/> Proficient in the use of Microsoft Office	E	
<input type="checkbox"/> Willingness to develop new skills and participate in training	E	
<input type="checkbox"/> A good standard of spoken English	E	
<input type="checkbox"/> Able to work within and apply all relevant school policies and procedures	E	
Knowledge & Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Experience of working with children and families requiring support	E	Application form/Interview/Task
<input type="checkbox"/> Experience of liaising with external agencies	E	
<input type="checkbox"/> Ability to prepare and write reports and produce factual and statistical information as required	E	
<input type="checkbox"/> Experience of working as a Deputy Safeguarding Lead in an education setting	D	
<input type="checkbox"/> Experience of managing a team	D	
<input type="checkbox"/> Experience of leading and or attending Child Protection Conferences	D	
Skills & Key Criteria	Essential/Desirable	How Identified
<input type="checkbox"/> Ability to prioritise workload effectively to meet deadlines	E	Application form/Interview/Task
<input type="checkbox"/> Excellent communication and inter-personal skills, including tact and diplomacy	E	
<input type="checkbox"/> Ability to motivate and support the work of colleagues	E	
<input type="checkbox"/> Ability to set and monitor targets	E	
<input type="checkbox"/> Ability to manage, analyse and interpret data and present reports	E	
<input type="checkbox"/> Ability to work independently and use own initiative	E	
<input type="checkbox"/> Ability to relate to children	E	
Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> A supportive and co-operative team member	E	

<input type="checkbox"/> Standards driven	E	Application form/Interview
<input type="checkbox"/> Ability to work outside normal academy hours in line with academy and community needs	E	
<input type="checkbox"/> Ability to travel to multi-site locations across the Trust	E	
Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	
<input type="checkbox"/> No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post	E	