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| Please note: in the first instance, applications are assessed against the following criteria:* Overall presentation
* Use of standard English
* Grammatical accuracy

Where applications do not meet the expected standard, they will be discarded before assessment against the person specification. | **Essential/ Desirable** | **Assessment Method** |
| **Qualifications** |
| 1 | Five GCSEs or equivalent, including English and Maths | E | A |
| 2 | Professional development relevant to working with families/parents/children | E | A |
| 3 | Experience of working with external agencies and other professionals | D | A |
| 4 | A levels or equivalent | D | A |
| 5 | A D1 driving licence | D | A |
| **Experience** |
| 6 | Designated Safeguarding Officer (or willing to undertake training). | E | A,I |
| 7 | Knowledge of Child Protection procedures and intervention work. | E | A,I |
| 8 | Knowledge of the range of additional support/agencies which support vulnerable pupils and families. | E | A,I |
| 9 | Ability to produce concise and complex reports. | E | A,I,R |
| 10 | Experience of working in a school environment. | D | A,I,R |
| **Abilities, Skills and Knowledge** |
| 11 | Ability to build and form good relationships with children, parents/carers and colleagues | E | A,I,R |
| 12 | Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, children, parents/carers and other professionals. | E | A,I,R |
| 13 | Ability to maintain records and write reports. | E | A,I,R |
| 14 | Proficient in using ICT. | E | A,I,R |
| 15 | Ability to work constructively as part of a team, understanding school roles and responsibilities. | E | A,I,R |
| 16 | Demonstrable experience of working effectively with vulnerable children in either education, social work, youth work or another related area. | E | A,I,R |
| **Personal Qualities** |
| 17 | High levels of integrity and ability to deal with confidential information / situations. | E | A,I,R |
| 18 | Initiative and the ability to prioritise tasks even when under pressure. | E | I,R |
| 19 | Ability to work flexibly to meet deadlines and respond to unplanned situations. | E | I,R |
| 20 | Efficient and meticulous organisation skills. | E | R |
| 21 | A commitment to working as part of the whole school team and supporting the vision and aims of the school and Trust. | E | A,I,R |

**Key**

A = Application I = Interview/Tasks R = References

The following methods of assessment will be used:

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| 1 | Interview |
| 2 | Activities designed to provide evidence to assess against the Person Specification |

**Additional Requirements**

SMART is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks. The following criteria must be judged as satisfactory when pre-employment checks are completed:

|  |  |
| --- | --- |
| 1 | Enhanced DBS Certificate |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | Prohibition Checks |
| 4 | Qualifications essential to the post |
| 5 | Two references from current and previous employers (or education establishment if applicant not in employment).   |
| 6 | Medical clearance |