

Taunton Deane Partnership College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

PERSON SPECIFICATION

Job Title: Welfare & Safeguarding Officer	
Somerset Pay Spine Grade: Grade 12	
1. Key Competencies	
<ul style="list-style-type: none"> • Ability to prioritise own workloads and plan ahead to meet deadlines; • Capable and confident in making decisions within areas of own responsibility; • Ability to communicate with a wide variety of internal and external stakeholders, including those at senior level; • Ability to present information in a precise and informative manner; • Excellent ICT skills including the use of cloud based systems, Microsoft applications, and databases. 	
2. Work Experience	
Essential	Desirable
<ul style="list-style-type: none"> • At least 2 years' experience of working in a school environment or similar • Experience of working with children/young people • Experience of organising and prioritising a demanding workload 	<ul style="list-style-type: none"> • Experience of working in a similar role (safeguarding and welfare) • Experience of working in a special school or alternative provision setting • Experience of supervising staff
3. Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> • Educated to A Level Standard or equivalent (Level 3) • Minimum of 5 GCSEs or equivalent level qualification including English and Maths (at grade C/4 or above) • Recent Safeguarding Training to DSL Level (Advanced Child Protection Training) – or willing to complete/update 	

4. Knowledge and Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Working knowledge of safeguarding, child protection, SEND and data protection and how it applies in a school context • Able to set up new/improve current administration and data systems • Good ICT skills, experience of working with cloud-based systems, Word, Excel and Databases • Ability to resolve day to day problems with minimal guidance • Proven time management skills • Good understanding of confidentiality • Confident in attending and taking an active role in multi-disciplinary meetings • Accurate note/minute taking at meetings 	<ul style="list-style-type: none"> • Working knowledge of safeguarding administration and data systems used in a school environment. • Knowledge of referral processes for a range of services/agencies relevant to a school • Knowledge of assessments used with students with SEN needs
5. Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Commitment to personal development • Ability to establish good working relationships with colleagues and work as part of a team • Resilient and dependable • A willingness to work collaboratively and flexibly with students, staff, external agencies, parents/carers • Enthusiastic, self-motivated, able to demonstrate initiative. Can-do attitude • Attention to detail • Integrity, tact and diplomacy • Sense of humour • Able to travel regularly to other TDPC Centres and partner schools and agencies 	