



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

<h2>PERSON SPECIFICATION</h2>	
Job Title: Welfare and Attendance Lead	
Somerset Pay Spine: Grade 11	
1. Key Competencies	
<ul style="list-style-type: none"> • Ability to build trusting relationships with young people and their families who may be hard to engage and be professionally curious about their lived experiences • Ability to prioritise own workload 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 a senior level • Able to lead others and direct their work • 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 safeguarding children in education • Experience of organising and prioritising a demanding workload 	<ul style="list-style-type: none"> • Experience of working in a similar role (attendance) • Experience of working in a special school or alternative provision setting • Experience of leading staff
3. Qualifications / Training	
Essential	Desirable
<ul style="list-style-type: none"> • Educated to A Level Standard or equivalent (Level 3) 	<ul style="list-style-type: none"> • Other safeguarding training e.g. from Somerset Safeguarding Children Partnership or equivalent.

<ul style="list-style-type: none"> • 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 / Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Working knowledge of safeguarding, child protection and data protection and how it applies in a school context • Able to set up new/improve current administration and data systems • Ability to establish positive and professional working relationships with all stakeholders. • Ability to form positive and professional relationships with parents and students who may not hold education in high regard • 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 	<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
5. Personal Attributes	
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 	

<ul style="list-style-type: none">• 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	
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