##### Catton Grove Primary School

###### Weston Road

###### Norwich, NR3 3TP

###### TEL. (01603) 426728

###### http://cattongrove.norfolk.sch.uk

###### office@cattongrove.norfolk.sch.uk

**Headteacher: Mrs C Lorne. B Ed Hons**

**SAFEGUARDING LEAD**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Qualities** | **Essential** | **Desirable** |
| **Qualifications and training** | Excellent standard of written and spoken English |  |  |
| Degree |  |  |
| **Experience** | Successful management experience in a school or other relevant organisation |  |  |
| Experience of managing safeguarding in a school or other relevant organisation, |  |  |
| Building relationships with children and their parents  |  |  |
| Working and communicating effectively with relevant agencies |  |  |
| Implementing and encouraging good safeguarding practice throughout a large team of people |  |  |
| Demonstrable evidence of developing and implementing strategies to help children and their families |  |  |
| Experience of handling large amounts of sensitive data and upholding the principles of confidentiality |  |  |
| **Skills and knowledge** | Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies |  |  |
| Ability to work with a range of people with the aim of ensuring the safety and welfare of children  |  |  |
| Awareness of local and national agencies that provide support for children and their families |  |  |
| Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns |  |  |
| Good ICT skills  |  |  |
| Effective communication and interpersonal skills |  |  |
| Ability to communicate a vision and inspire others |  |  |
| Ability to build effective working relationships with staff and other stakeholder |  |  |
| Ability to build effective working relationships with parents and carers |  |  |
| * Commitment to ensuring the safety and welfare of children
 |  |  |
| * Uphold and promote the ethos and values of the school
 |  |  |
| * Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school
 |  |  |
| **Personal qualities**  | Ability to work under pressure, be resilient and prioritise effectively |  |  |
| Maintain confidentiality at all times |  |  |
| Commitment to equality |  |  |
| To be well organised with evidence of good organisational skills |  |  |
| Knowledge of issues surrounding young people in Norwich |  |  |
| Ability to work as a part of different teams |  |  |
| Ability to use initiative and work independently  |  |  |
| Ability to work within existing policies and guideline |  |  |
| Good telephone manner |  |  |
| Two references which confirm no issues evident in terms of Safeguarding and child protection |  |  |
| Ability to challenge and be challenged |  |  |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Headteacher/line manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**