

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

PERSON SPECIFICATION

Safeguarding & Family Support Worker

33.75 hours a week, 39 weeks a year (worked over 38 weeks)

CRITERIA	Essential/ Desirable		Assessed by: Application Form /Interview	
	E	D	AF	I

QUALIFICATIONS & EXPERIENCE	E	D	AF	I
Excellent standard of education including literacy & numeracy skills	✓		✓	✓
Training in or experience of safeguarding & child protection		✓	✓	✓

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES	E	D	AF	I
Experience of working in a school environment or other educational setting		✓	✓	✓
Experience of working with children of relevant age and students with additional/SEND needs, with an understanding of how SEND may impact upon learning (with knowledge of the SEND Code of practice and the graduated approach)		✓	✓	✓
The ability to build good working relationships with internal staff and external contacts and liaise with relevant multi-agencies and external partners, such as Social Care, Health Professionals, CAMHS, Police	✓		✓	✓
A robust understanding of safeguarding and statutory guidance in Keeping Children Safe in Education, Health and Safety and supporting diversity and equal opportunities		✓	✓	✓
Working knowledge of relevant policies/codes of practice and awareness of relevant legislation		✓	✓	✓
Demonstrate suitability to work with children	✓		✓	✓
Experience of creating strong and trusting relationships with pupils with additional needs & Children Looked After	✓		✓	✓
Be articulate and approachable with excellent interpersonal communication skills both verbally and in writing. Ability to communicate and articulate information professionally, to a variety of colleagues and stakeholders	✓		✓	✓
Proactive, reliable, resilient, patient, with a flexible attitude and the ability to accommodate changes relating to priorities and deadlines	✓		✓	✓

Excellent time management, ability to prioritise, administrative and organisational skills. Excellent record keeping skills and attention to detail.	✓		✓	✓
Confident in the use of IT to use electronic record-keeping systems, online platforms and an ability to interpret and use data	✓		✓	✓
Ability to work independently on prescribed tasks and as part of a team	✓		✓	✓
Ability to maintain professional boundaries and confidentiality at all times. Understand and respect the principles of confidentiality and have a commitment to UK GDPR	✓		✓	✓
Willingness to work flexibly in terms of core hours/breaks if required to support enrichment activities and off-site visits etc.	✓		✓	✓
Good sense of humour and a strong work ethos	✓		✓	✓

PUPILS AND STAFF	E	D	AF	I
Be a visible role model with a professional approach that demonstrates excellence, confidence, trust and Glebe values	✓		✓	✓
Willingness to be involved in the wider life of the school and contribute to its vision and values	✓		✓	✓
A commitment to promoting inclusion, diversity and equal opportunities	✓		✓	✓
Demonstrate the importance of a work life balance	✓		✓	✓
Willingness to be involved in Professional Development, Performance & Line Management and the wider life of the school community	✓		✓	✓