

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

PERSON SPECIFICATION

Safeguarding & Inclusion Mentor

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 and IT skills	✓		✓	✓
Training in or experience of safeguarding & child protection		✓	✓	✓
Experience of working in a school environment or other educational setting		✓	✓	✓
Experience of working with children of relevant age and students with SEND needs in a safeguarding, inclusion, pastoral, family support or related role		✓	✓	✓
Experience of supporting pupils and families known to children's social care, including Child in Need or Child Protection plans or children looked after		✓	✓	✓
Experience of supporting children or young people experiencing bereavement, emotional difficulties or barriers to school attendance		✓	✓	✓
Experience of creating strong and trusting relationships with pupils with additional needs	✓		✓	✓
Experience of providing structured one-to-one or small-group support or interventions	✓		✓	✓

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES	E	D	AF	I
Understanding of safeguarding and child protection responsibilities in schools, with relevant training or willingness to complete it immediately on appointment.		✓	✓	✓
Ability to recognise safeguarding concerns, changes in wellbeing or increased vulnerability and report these promptly to the DSL		✓	✓	✓
Ability to independently develop, deliver and evaluate targeted one-to-one and small-group safeguarding and inclusion interventions that build pupils' emotional awareness, anxiety management, confidence and independence.		✓	✓	✓
A robust understanding of safeguarding and statutory guidance including: Keeping Children Safe in Education, Working Together to Safeguard Children and other relevant policies/codes of practice.		✓	✓	✓

Experience of working alongside external professionals or multi-agency services		✓	✓	✓
Understanding of barriers to attendance, participation and inclusion and the importance of working with pupils and families to address these		✓	✓	✓
Ability to work positively and professionally with parents and carers and support pupils facing emotional difficulties, significant life events or complex family circumstances, within the scope of the role.		✓	✓	✓
Ability to maintain accurate, factual and timely safeguarding and interventions records	✓		✓	✓
Demonstrate suitability to work with children	✓		✓	✓
Approachable, with excellent interpersonal skills and the ability to communicate clearly and professionally with all, verbally and in writing.	✓		✓	✓
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	✓		✓	✓
A consistent and reliable approach which enables pupils and families to develop trust	✓		✓	✓
Ability to work collaboratively with teachers, teaching assistants, pastoral staff, safeguarding staff and external professionals	✓		✓	✓
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	✓		✓	✓