

<b>Role</b>	<b>Safeguarding Leader</b>	<b>Last Reviewed</b>	May 2026
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## Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*.

These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

<b>JE</b>	<b>Criteria</b>	<b>Essential /Desirable</b>	<b>How Assessed</b>
	<b>Personal Qualities</b>		
II4	Ability to organise your workload and prioritise accordingly. Deal with unanticipated problems those which may not be laid down procedure.	E	AF/SS/I
IC4	Excellent interpersonal skills with the ability to communicate in written and verbal forms to a variety of audiences. Maintain confidentiality, prove sensitive information, write relevant reports, manuals, procedures, able to address a range of audiences.	E	AF/SS/I
S	Ability to work as part of a team and individually	E	AF
MC4	Prolonged periods of concentrated sensory attention are for all or most of working day	E	I
	Experience in working with young people	E	AF
	Compassionate, approachable, and child-centred with a calm and reassuring demeanour	E	AF/SS/I
	<b>Knowledge &amp; Skills</b>		
K4	Detailed practical and procedural knowledge within safeguarding as well as an outline knowledge of organisational procedures	E	AF/SS
ED5	Experience of managing serious safeguarding concerns involving communication with senior management, multi-agency support and / or LADO intervention	E	AF
IC3	Ability to impart knowledge and / or skills	E	AF/SS

## Person Specification

AS3	Analytical skills are required to dissect and examine information/problems// situations to be able to make a judgement and assessment	E	AF/SS
RP4	Provide interpretation, advice or guidance on the operation and implementation of external regulations and statutory requirements in relation to well-being of people.	E	AF/SS
ED3	Experience of working with people, which through their circumstances of behaviour which will have occasional emotional demands	D	AF/SS
<b>Technical</b>			
	To be able to demonstrate an understanding, awareness and empathy for the needs of the students within school and how these could be met	E	I
<b>Experience</b>			
	Successful experience of working with young people.	E	I/AF/SS
	Experience working within safeguarding field	E	AF/SS
	Active involvement in working with a range of external agencies, policies and procedures	E	AF/SS
<b>Qualifications</b>			
	5 A*-C Grades GCSE including English and Maths	E	AF
	Relevant professional qualification in education, social care, safeguarding, counselling, or a related field	D	AF
	Designated Safeguarding Lead and Child protection Level 3	D	AF
<b>Service</b>			
	A commitment to working for the benefit of others	E	SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E	SS / I