****

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post** | **Safeguarding manager** |  | **Dept** | **Safeguarding** |
| **Grade** | **PO1** |  | **Ref No** | **161-22** |

|  |  |  |
| --- | --- | --- |
| Education / Training | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| Educated to Level 4 or above in a qualification which supports people e.g. Social Work; Counselling; Health & Social Care, Teaching.  Safeguarding qualification at Level 2 minimum  Educated to Level 2 or above in maths and English | E  E  E | AF  AF  AF |
| Relevant Experience |  |  |
| Experience of safeguarding work with vulnerable people aged from 16+ in an educational or community setting.  Experience of developing plans which support and keep safe vulnerable people.  Experience of working in a safeguarding role / related capacity.  Experience of working with a range of agencies that support vulnerable people and making referrals to these agencies.  Experience of calling and attending multi agency meetings.  Experience of report writing and record keeping relating to the safeguarding agenda.  Experience of working with care leavers, their support networks and barriers to learning. | E  E  E  E  E  E  E | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF/I |
| Relevant Knowledge/ Skills & Aptitudes |  |  |
| Ability to line manage a team of people.  Ability to produce data, trends analysis and management reports for senior managers.  Ability to chair meetings.  Excellent interpersonal and communication skills that can be adapted to meet the needs of students, their parents/carers, colleagues and other partner agencies at all levels.  Ability to listen fully & be non-judgemental.  Ability to develop, implement & co-ordinate plans to support students.  Ability to stay calm and work under pressure.  Ability to work as part of a team and on own initiative.  Flexible, adaptable and well-organised approach.  Ability to write accurate reports and keep records confidentially.  Excellent ICT skills e.g. Internet, email, word, excel, PowerPoint  Ability to deliver and support staff development opportunities.  Motivated to deliver consistently high quality service.  Knowledge of Data Protection Legislation. | E  E  E  E  E  E  E  E  E  E  E  E  E  E  D | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| Special Requirements | Criteria | Measured By |
| The successful post holder would be expected to have a flexible approach to their work, to work evenings and weekends as and when required.  The successful applicant will need to have a DBS check to work in the College environment.  The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality  Must be willing to undertake appropriate training and development in order to meet the requirements of the college.  Awareness of health and safety requirements.  Commitment to the principles of valuing diversity and equal opportunities.  Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.  The post holder would be expected to demonstrate a commitment to developing their knowledge and understanding of Further Education, including funding arrangements, student related processes and the quality framework. | E  E  E  E  E  E  E    E | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |