Bishop Wordsworth's School
Person Specification – Safeguarding and Vulnerable Pupils Support Officer

Attributes	Essential	Desirable	How Identified
Relevant Experience	• Experience working effectively with children or young people in an educational, pastoral or similar setting. • Experience supporting pupils with pastoral, wellbeing, behavioural, attendance or other additional needs. • Experience handling sensitive or confidential information appropriately. • Experience working with colleagues to coordinate support for an individual pupil. • Experience communicating with parents or carers, including in sensitive or challenging situations. • Evidence of accurate record keeping and following actions through.	• Experience of safeguarding casework or responding to safeguarding concerns. • Experience using CPOMS or a similar safeguarding recording system. • Experience working with external agencies or contributing to multi-agency support. • Experience of Early Help or Family Help processes. • Experience supporting pupils with persistent or severe absence. • Experience contributing to risk assessments or pupil support plans, including Individual Learning Plans or Individual Healthcare Plans.	Application References Interview
Skills & Knowledge	• Good understanding of safeguarding and child protection in a school setting. • Understanding of confidentiality, information sharing, professional boundaries and accurate safeguarding records. • Awareness of factors that can make a pupil vulnerable, and the importance of recognising and responding to concerns early. • Ability to build positive, appropriately boundaried relationships with pupils and communicate sensitively with them.	• Working knowledge of Keeping Children Safe in Education and relevant safeguarding procedures. • Understanding of Early Help, attendance and multi-agency safeguarding processes. • Knowledge of how safeguarding may interact with SEND,	Application References Interview

	• Ability to remain calm and use sound judgement in sensitive or potentially distressing situations. • Ability to recognise when concerns must be escalated to the DSL or another appropriate professional. • Strong written and verbal communication skills. • Strong organisational skills, including the ability to prioritise competing demands and follow actions through. • Competent ICT skills and willingness to develop proficiency in Bromcom and CPOMS.	attendance, behaviour, medical needs and family circumstances.	
Personal Qualities	• Approachable, patient and non-judgemental. • Able to build trust while maintaining professional boundaries. • Discreet and conscientious when handling confidential information. • Emotionally resilient and able to respond appropriately to challenging or distressing information. • Empathetic while maintaining professional objectivity. • Reliable, organised and flexible when priorities change. • Able to challenge appropriately and professionally where a pupil's welfare is concerned. • Strong commitment to safeguarding, equality of opportunity and treating pupils, families and colleagues with dignity and respect.		Application References Interview
Qualifications & Training	• Evidence of relevant safeguarding training. • Willingness to undertake Deputy DSL training and relevant refresher training. • Commitment to continued professional development relevant to safeguarding and vulnerable pupil support.	• Existing Deputy DSL training or experience. • Relevant qualification or training in safeguarding, pastoral support, mental health, SEND, Early Help, counselling, youth work or a related area. First Aid or relevant medical needs training.	Application References Interview
Additional Requirements	• Willingness and ability to undertake Deputy DSL responsibilities following appropriate training. Willingness to work directly with pupils experiencing complex or persistent difficulties. Willingness to communicate with families and external professionals in potentially challenging circumstances. Willingness to undertake planned home visits where required and in accordance with school procedures. Understands that safeguarding information must be shared where necessary to protect a child.		Application References Interview