

Dorset Studio School	
Person Specification	
Job Title:	SAFEGUARDING SUPPORT OFFICER
Responsible to:	Assistant Principal / DSL – Line Manager
Contracted Weeks/Year:	Term time only
Main Job purpose:	<ul style="list-style-type: none"> • To promote high expectations for all students to ensure positive outcomes. • To take responsibility for the implementation of the school's safeguarding and attendance procedures. • To promote excellent attendance (97%), reduce levels of absence amongst key groups

Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	Education to GCSE level Grade C/5 in English and Maths or equivalent	Essential	<ul style="list-style-type: none"> • Documentary evidence • Application Form
	Previous relevant experience	Essential	
Skills, Knowledge and Understanding	High level of emotional intelligence, enabling student centred support and an excellent working relationship with all colleagues	Essential	<ul style="list-style-type: none"> • Application Form • References • Interview
	The ability to work well both as part of a team and individually	Essential	
	The ability to cope well under pressure and be efficient at multitasking; showing patience and empathy	Essential	
	Self-confident and diplomatic with an ability to successfully engage with students and staff	Essential	
	Good organisational skills	Essential	
	Good communication and listening skills	Essential	
	Ability to use own initiative	Essential	
	The ability to follow instructions	Essential	
	Understand the importance of a multi-agency approach to effective support; be able to represent the school in meetings and work collaboratively with stakeholders from different agencies	Essential	
	Understand and follow a Trauma-informed approach to supporting students	Essential	
	Competency in Microsoft Office and the ability to quickly understand and use the SIMS and MyConcern software packages	Essential	
	Be able to plan and implement individual and group interventions to support effective engagement with learning and social interaction	Essential	
Category	Criteria	Essential or Desirable	Method of Assessment

Personal and Professional Qualities	Integrity and the ability to deal with and handle confidential information securely and with discretion	Essential	<ul style="list-style-type: none"> • Application Form • References • Interview
	The ability to identify and analyse student behaviour patterns and escalate as necessary	Essential	
	To be a role model for students through support, liaison and personal impact	Essential	
	A flexible approach - to be able to cope with interruptions and respond to the needs of students in a firm and consistent manner	Essential	
	A willingness to learn new skills and undertake relevant training opportunities	Essential	
Safeguarding	Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided)	Essential	<ul style="list-style-type: none"> • Reference • Interview
	Ability to maintain appropriate relationships and personal boundaries with students	Essential	
	Safeguarding Level 3 qualification	Essential	
Other	Eligibility to work in the UK	Essential	<ul style="list-style-type: none"> • Application Form • Interview
	Appointment subject to enhanced DBS and validated references	Essential	