

EMPLOYEE SPECIFICATION

Job Title:	Engagement & Safeguarding Manager	Grade: S02 – Point 26 - 28
Department:	WOODBRIGE PARK EDUCATION SERVICE	
Division/Section:	Children and Adult Services	

Selection decisions will be based on the criteria outlined in this form. At each stage of the process an assessment will be made by the appointment panel to determine how far the criteria have been met. *Candidates who do not meet asterisked (*) criteria will not be considered.*

Criteria should either be addressed on the application form or in the statement of application. Criteria will be further tested later in the process at interview.

When completing your statement of application you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

No	Criteria/Competencies	Essential	Desirable	Form	Interview
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	Skills/Abilities/Knowledge				
1	The principles involved in giving advice and guidance to young people, including the place of confidentiality in relation to Child Protection	X		X	X
2	The ability to make positive relationships with children and their Teachers and the rights and responsibilities of parents/carers	X		X	X
3	Highly developed inter-personal and organisational skills	X		X	
4	The ability to communicate effectively verbally and in written form, to liaise with and gain the confidence of all school staff	X		X	X
5	The ability to produce evaluative reports of the programme for SLT/HOC and Headteacher	X		X	
6	To possess appropriate IT skills relevant to the post, including a basic knowledge of Microsoft Word, Excel, Powerpoint, Email and the ability to complete searches on the Internet.	X		X	
7	Knowledge and understanding of strategies to remove barriers to learning in young people	X		X	X
8	A clear understanding of the factors which lead to educational disaffection in young people	X		X	X

9 Knowledge of career and further/higher education opportunities open to young people in the Service

X		X	X
X		X	

10 GCSEs or equivalent English/Maths/Science A*-C

Experience			
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1 To be able to demonstrate the motivation and skills to support students with learning and behaviour difficulties in an education setting

X		X	X
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2 At least 2 years experience of working with young people of secondary school age

X		X	X
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3 Proven track record of successfully working with disaffected young people and experience of providing advice and guidance to young people

X		X	X
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Disposition			
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1 Flexibility and resilience

X		X	
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2 Practical approaches to problem solving with the ability to find creative and imaginative solutions to problems

X		X	
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3 Confidence and the ability to make decisions

X		X	
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4 Ability to stay calm in potentially challenging situations

X		X	X
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5 Ability to work as part of a team and also on own initiative and to manage own time

X		X	X
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6 Enthusiasm for working with challenging students

X		X	X
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Commitments			
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1 Commitment to equality of opportunity

X		X	
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2 Commitment to achieving high standards

X		X	X
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3 Commitment to all aspects of inclusive education

X		X	X
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4 Commitment to encouraging participation of stakeholders, Parents/carers and the wider community in the life of the Service

X		X	X
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