



The successful candidate will share a commitment to:

- our core values as defined in our mission statement & motto (above) and our student ethos underpinned by Courtesy, Consideration, Contribution and Co-operation;
- a belief that every student can achieve irrespective of starting point or circumstance.

You will commit to our staff culture (as defined below) and will play your role in promoting and contributing to this culture amongst all staff at HWS.

HWS Culture – Non-Negotiables

SHOW UP!

- ✓ **S**tudents come first
- ✓ **H**ard work – we do whatever is necessary to provide the best experience for our students
- ✓ **O**ur own children. We make HWS a school that we would be proud to send our own children to. We work to this end every single day.
- ✓ **W**e and not I. We are a team. We do what we say we do – we stick to school strategy, behaviours and processes.
- ✓ **U**naframed of failure. We are not afraid to fail, nor to learn from failure. When things go wrong, we do not blame – we support each other and we look after each other
- ✓ **P**rofessional trust and accountability. We trust each other implicitly professionally because we hold ourselves and each other to account openly and honestly for doing all of the above

Person Specification

Safeguarding and Family Engagement Officer	Assessment Key: A Application Form I Interview
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Education and Qualification	Essential	Desirable	Assessment
Safeguarding Training to a management level	✓		
Gained a Degree		✓	A/I
Level Three qualifications (A Levels or equivalents)	✓		A/I
Demonstrate levels of numeracy and literacy equivalent to GCSE (A*-C) (9-5)	✓		A/I
Evidence of continued professional development relevant to this role.	✓		A/I
Experience of working in urban, multi-ethnic communities.	✓		A/I

Knowledge and Understanding	Essential	Desirable	Assessment
Experience of working in a school or similar environment	✓		A
Experience of working within Social Services		✓	A
Experience of working with young people	✓		A
Working knowledge and understanding of current and national issues in relation to Safeguarding and Child Protection	✓		A
Experience of developing and delivering Safeguarding practices to other staff	✓		A/I
Knowledge of the principals involved in giving advice and guidance to young people, including the place of confidentiality.	✓		A/I
Demonstrates knowledge of the range of additional support/agencies which can be of assistance to vulnerable students and their families	✓		A/I
An understanding of Prevent Duty, including promotion of British Values	✓		A/I
Knowledge of the use of appropriate information sharing / multi agency working	✓		A/I
Extensive experience of working effectively with the parents carers of children	✓		A/I
Demonstrable experience of acting as a source of support, advice and expertise for staff	✓		A/I

Skills and Attributes	Essential	Desirable	Assessment
Effective oral and written communication skills	✓		I
Vision to develop the Safeguarding role within a high achieving school	✓		I
Excellent interpersonal skills, both in working relationships with students and in forming effective professional relationships with a wide range of stakeholders including parents	✓		A/I
Good organisational and time management skills	✓		I
Ability to maintain student records and write other short reports as required.			A/I
Sound IT skills to support learning and maintain electronic information systems	✓		I
High levels of personal and professional integrity	✓		I

Abilities	Essential	Desirable	Assessment
Ability to form and maintain appropriate professional relationships and boundaries with children and young people	✓		A/I
Ability to motivate students by establishing empathic and supportive	✓		A/I

working relationships.			
Ability and willingness to work constructively as part of a team to reach agreed targets and outcomes for students.	✓		I
Availability to work after and outside of normal school hours	✓		I
Ability to organise and deliver intervention activities	✓		I
Ability to deal with sensitive information in a confidential manner	✓		I
Ability to provide a good role model to young people	✓		A/I
Ability to use own initiative and work flexibly	✓		A/I

Other	Essential	Desirable	Assessment
A commitment to Highgate Wood School's S.H.O.W U.P. culture	✓		A/I
Willingness to participate in training to further your own knowledge and experience of Safeguarding and engaging all stakeholders in school and in your own time; to ensure that your knowledge is up to date with current approaches	✓		A/I
Willingness to attend school training sessions	✓		A/I
Empathy with young people facing barriers to their learning	✓		I
A commitment to helping young students achieve through education and learning.	✓		I
An understanding of, and a genuine commitment to Equal Opportunities	✓		I