

NOTE TO CANDIDATE:

- The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the 'Essential Criteria'.
- The **How Identified** column shows how the academy will obtain the necessary information about you.
- If you feel you meet the 'Essential Criteria' or 'Desirable Criteria', you **MUST** include enough information to show how you meet this criteria in your application. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications and Training	▪ Appropriate DSL-level qualifications ▪ Degree or equivalent ▪ To have undertaken child protection training ▪ Grade C/4 or above GCSE Maths and English (or the equivalent) ▪ Willingness to participate in relevant training and development opportunities	Application form and Interview	• Relevant management experience • Further qualifications relating to the post • Advanced safeguarding qualifications	Application form and Interview
Knowledge and Experience	• Excellent record keeping skills and attention to detail to be able to produce reports, take minutes and document safeguarding concerns • Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibility of schools and other agencies • Experience of using the CPOMS system • Experience of handling large amounts of sensitive data and upholding the principles of confidentiality • Experience of working with challenging students • Experience of working collaboratively • Experience of providing personal supervision • Experience of working as a Child Protection Officer for more than three years • Experience of leading a team • A commitment to equal opportunities	Application form and Interview	• Experience of working as a DSL. • Experience of behaviour management strategies • Knowledge of the national curriculum • Knowledge of strategies for raising achievement	Application form, references and Interview

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Skills and Abilities	• The ability to lead, develop and manage initiatives • Excellent organisational abilities • The ability to motivate and delegate • The ability to communicate effectively with students, staff and parents/carers • The ability to set and maintain standards as a role model for students • Excellent oral and written communication skills • Effective leadership skills	Application form, references and interview	• Experience of planning and/or delivering staff training	
Personal qualities	• A commitment to ensuring the safety and welfare of children • A commitment to upholding the values of the school • Ability to initiate and adapt to change • Innovation and ambition • Integrity • Excellent attendance record • Excellent time management skills • Ability to be a team member and a leader • A willingness to participate in the wider life of the school • A commitment to personal professional development	Application form and interview	• A willingness to partake in coaching to improve personal effectiveness	Application form and interview
Special Working Conditions	• Ability to work flexibly, including after school on occasions • Ability to attend occasional events out of school hours	Application form and interview		