

**URSULINE HIGH SCHOOL**  
**SAFEGUARDING CARE CO-ORDINATOR**  
**PERSON SPECIFICATION**

**Experience :**

- Experience of working with a diverse range of young people aged 11 – 16 in a Pastoral setting. A minimum of 3 years experience.
- A good understanding of the issues around self-esteem, low mood, anxiety, self-harm and well-being of young people.
- Working knowledge of Keeping Children Safe in Education.
- Experience of an education setting.
- To have a strong knowledge of safeguarding issues and an ability to keep abreast of developments.
- Experience of working with young people with concerns about their wellbeing.

**Qualities:**

- The ability to demonstrate patience, the ability to listen and empathise.
- Wisdom and common sense.

**Skills:**

- Ability to mentor young people.
- To be able to keep accurate records and administration.
- To effectively liaise with external agencies.
- To collaborate effectively with Senior and Middle Leaders to ensure the well-being of young people.
- Communication skills [ability to respond quickly and effectively to changing situations].
- Time management skills.
- Organisational skills.
- Team work skills.
- Initiative.
- Good administrative skills.

**Personal attributes:**

- Resilience.
- A willingness to engage in supervision.

- Flexibility.
- Openness to ongoing Personal/Professional Development
- Strong commitment to equal opportunities.

### **Qualifications**

- Graduate.