❋ WIRRAL

Employee Specification Form

Post Number	E229/24/01
Job Title	**Welfare Lead**
Department	**Park Primary School**
Prepared by and date	**18/03/2026**

Important – Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications • Educated to A Level/Level 4 Standard • GCSE Grade A*-C (or equivalent) in Maths and English • Safeguarding training	App App App	**Qualifications** • Designated Safeguarding Leader Training • Prevent training • First aid training / qualification • Mental health first aid	App App App App
Experience • Experience of working with children and their families • Working with a range of multi-agencies to achieve positive outcomes • Experience of working within a team • Ability to use own initiative	App/Int App/Int App/Int App/Int	**Experience** • Experience of being a DSL • Management / Supervisory experience • Experience of working with relevant stakeholders to address poor attendance and punctuality • Experience of working in a school	App/Int App/Int App/Int App/Int
Knowledge and skills • Understanding of safeguarding and KCSIE expectations • In-depth understanding of child protection issues and current safeguarding legislation • Knowledge of the threshold criteria and the referral processes to social care and other agencies • Ability to represent the school at professional meetings • Working with families to help plan strategies and interventions to address individual pupil issues • Knowledge of school policies and procedures relating to pupils • Ability to work constructively as part of a team and to give strategic guidance when required • Ability to self-evaluate own learning needs and actively seek learning opportunities • Ability to maintain pupil records, case files accurately and efficiently • Maintenance and updating of records and case files • Excellent communication, organisational and interpersonal skills	App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int	**Knowledge and skills** • Knowledge and experience of online record keeping systems, e.g. CPOMS or similar • Knowledge of and commitment to Attachment and Trauma informed practice • Knowledge of positive behaviour management • Knowledge of local support agencies • Ability to provide 1:1 support to more vulnerable parents • Ability to run courses that empower families	App/Int App/Int App/Int App/Int App/Int App/Int
Special Requirements • Ability to build positive relationships with pupils and families • Ability to have challenging conversations in a non-judgemental warm and empathetic manner • Ability to handle sensitive and complex cases with empathy and professionalism. • Ability to manage own time and prioritise tasks • Ability to demonstrate professional challenge when identifying the best support for our children and families	App/Int App/Int App/Int App/Int App/Int	**Special Requirements** • Engagement in ongoing professional development related to family support and safeguarding • Experience working in a primary school setting. • Knowledge of early help and prevention services and referral pathways.	App/Int App/Int App/Int

• An understanding and genuine respect for children who can sometimes struggle to regulate their emotions	App/Int	• Familiarity with local authority services and protocols in the safeguarding field.	App/Int
• Strong sense of responsibility and accountability for safeguarding children.	App/Int	• Commitment to maintaining a safe and supportive school environment for children and staff.	App/Int
• Ability to reflect on practice and seek support when needed.	App/Int		
• Strong conflict resolution skills and the ability to de-escalate situations where necessary.	App/Int		
• Ability to set and stay within professional boundaries	App/Int		

Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:
- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- **Essential**

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- **Desirable**

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- **Qualifications**

What qualifications, if any, should the postholder possess? To what level

- **Experience**

What experience, if any, is relevant?

- **Knowledge and Skills**

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg "pleasant personality", "flexible outlook". Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- **Special Requirements**

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc