



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title: Lead Officer for Safeguarding in Education

Grade: NCBAND08 (£48,226-£51,356)

Reports to: Safeguarding in Education Team Manager

Responsible for: Not applicable

Directorate and Service area: Education Effectiveness, Children's Services

### **Purpose of the job**

To lead and drive the fulfilment of the Local Authority's statutory responsibilities under the Children Act 1989 by ensuring that schools safeguard and promote the welfare of all children and young people across the county.

To deliver a comprehensive safeguarding-in-education service to colleagues across all schools and education settings in North Northamptonshire, both maintained and independent, ensuring the Local Authority fulfils its duties as set out in Working Together to Safeguard Children (2018) and Keeping Children Safe in Education (2022).

### **Principal responsibilities**

1. To respond to OFSTED complaints ensuring a coherent and consistent approach to all Safeguarding matters.
2. Co-ordinate and quality assure education responses to safeguarding referrals, requests for information, to assist with case-mapping and to collate information to inform a multi-agency response where required.

3. Lead on the review and development of risk assessments, contribute to safeguarding plans for schools and settings, and carry out safeguarding audits to ensure compliance with statutory duties (Section 11). Maintain and regularly update the model safeguarding policy for schools.
4. Work with partners to address a range of safeguarding related issues through conferences and network meetings in order to reduce the issues that lead to increased safeguarding concerns.
5. Contribute towards Northamptonshire Safeguarding Children Partnership priorities.
6. To support the completion of the NSCP Section 11 statutory safeguarding audit by all schools bi-annually, and to use the report produced to assess and ensure education settings are compliant with safeguarding duties as set out in the Children Act 2004.
7. Provide training to all Designated Safeguarding Leads (DSL) in schools and facilitate network meetings in order to share and develop best practice.
8. To undertake any other duties in line with the Safeguarding in Education requirements.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **Special features of the post**

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	A registered Social Worker holding a CQSW, Dip SW, B.A. or M.A. or similar equivalent professional qualification.	Post Graduate Management Training
Experience and Knowledge	<p>Substantial experience of Safeguarding in a professional and operational capacity, and experience working directly with schools.</p> <p>Write reports to high standard and experience of extracting learning themes to promote good practice.</p> <p>In depth knowledge of relevant legislation, guidance, policy, and procedures in respect of children and safeguarding.</p> <p>In-depth knowledge and experience of good practice regarding services to vulnerable children and their families and or in settings.</p> <p>Analytical experience and skills in relation for example QA information, quantitative and qualitative data and using information to develop plans to address deficits in practice.</p> <p>Experience in designing and drafting strategic documents, business plans and annual reports, requiring excellent ICT report writing and presentation skills.</p> <p>Experience of maintaining confidentiality in sensitive situations, knowing when to share information and to accept responsibility for decision making.</p>	Practice gained within one of the partner agencies of the Local Safeguarding Children Board (includes schools, further or higher education, etc.)

Attributes	Essential criteria	Desirable criteria
	Commitment to keeping abreast of new developments in legislation, policy and practice, sharing learning with the team and service as appropriate.	
Ability and Skills	<p>Spoken English fluency.</p> <p>Proven experience of successfully negotiating influencing and advocating with and on behalf of a wide range of stakeholders, in multi-agency contexts and at all levels of seniority including effective communications with governors, councillors, other education officer and organisations.</p> <p>Effective communicator across a range of audiences, including children, and their families, colleagues, schools and education staff, councillors and senior managers.</p>	Clear understanding of the Council's organisational values and their implications for service delivery.
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		