

## **Job Description and Person Specification**

### **Job details**

<b>Job title:</b>	Safeguarding Team Manager
<b>Grade:</b>	9
<b>Reports to:</b>	Head of Education Effectiveness
<b>Directorate and Service area:</b>	Children's Services

### **Purpose of the job**

To contribute to and influence the strategic planning for safeguarding of all children in education settings and work with a wide range of professional groups to achieve the strategic aims of the directorate.

To lead, manage and direct a service that proactively champions the safeguarding of all children in education settings.

To develop, implement, monitor and evaluate systems and processes to track and monitor the safeguarding of all children in education settings.

### **Principal responsibilities**

1. To lead, manage and direct staff who have case work responsibilities within the service to improve the safeguarding of all children in education settings. This will involve supervising, performance managing and appraising staff to deliver the corporate priority to improve the attainment and achievement of vulnerable groups.
2. To be the strategic lead with responsibility for the safeguarding of all children in educational settings.
3. To lead on the development of policy and strategy to improve safeguarding of all children in education settings. This will involve attending and leading strategic partnership groups (e.g. NSCB sub-groups).
4. Ensure there is rigorous tracking, monitoring and evaluation of the progress of all safeguarding of all children in education settings to ensure services are targeted to the areas of highest need and interventions are evaluated and inform future practice. This will include the analysis and interpretation of performance data and the requirement to produce management reports for a range of audiences. This may include:
  - Interpreting and preparing briefing notes on new, current or proposed legislation.
  - Responding to requests for information from Members, Officers, other organisations and the public.
  - Preparing and providing input to Government and other bodies' statistical information requirements
  - Data analysis as requested indicating trends etc. for development of county/service strategy.
  - Develop and deliver training to all levels of staff, as required
5. Work with relevant professionals to ensure vulnerable learners receive a high-quality education subject to rigorous monitoring and evaluation, supported appropriately within education establishments with access to appropriate support from the service.
6. Fully contribute to all strategic developments and initiatives to ensure a safeguarding of all children in education settings.
7. Fully contribute to all strategic developments in relation to the SEN Code of practice and services for disabled children.
8. Manage the budget to deliver agreed priorities and in accordance with corporate financial protocols, promoting a culture of financial stewardship and ensuring that all staff are fully aware of the financial impact of decisions or actions they take.

9. Oversee the safeguarding officer's completion all OFSTED complaints and DfE assurance letters, ensuring responses are completed in a timely manner and are quality assured. Ensuring all recommendations to OFSTED and the DfE are proportionate, and risk is escalated.

### **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 councils 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.

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

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> <li>•Degree - Teacher, Social Worker or Youth Worker</li> <li>•Professional Qualification - Teacher, Social Worker or Youth Worker</li> <li>•Evidence of substantial and recent successful CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification at leadership level</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>•Detailed knowledge of the legislative framework required to manage this service. KCSIE, Exclusion, Attendance, Children Missing from Education, Children who are Home Educated and Licensing, legislation. SEN Code of Practice 2014, Admissions Code.</li> <li>•Knowledge of recent and relevant national policy (including Ofsted) Ofsted Framework in relation to the LA and Schools.</li> <li>•Up to date knowledge of current national policy in respect of CSE, Trafficked and those vulnerable to radicalisation and FGM.</li> <li>•Detailed knowledge of the legislative framework including the Counter - Terrorism and Security Act 2015</li> <li>•Substantial and sustained experience of working with children and young people particularly vulnerable children.</li> <li>•Extensive knowledge and wide experience of Safeguarding and Child Protection.</li> <li>•Extensive knowledge and wide experience of working with children with SEND</li> <li>•Significant and proven experience of effective management/leadership responsibilities.</li> <li>•Significant evidence of managing a team or service.</li> <li>•Significant experience of managing change and creating and implementing policies, procedures and systems.</li> <li>•Experience of managing and monitoring a budget</li> </ul>	
Ability and Skills	<ul style="list-style-type: none"> <li>•Proven leadership skills in order to raise standards of achievement through planning, co-operative working, target setting, and analysis of performance data.</li> <li>•Have excellent management skills sufficient to sensitively manage, motivate and support staff working in a complex area and sometimes challenging circumstances.</li> <li>•Displays positive creative leadership, motivating enthusiasm in others.</li> <li>•Has an excellent record of attendance and punctuality. Is well organised, manages time well and able to meet deadlines.</li> <li>•Has a strong commitment to team working and distributed leadership.</li> </ul>	

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>•Is able to find solutions to problems quickly and willing to take calculated risks.</li> <li>•Is empathetic to the needs of others.</li> <li>•Works with high degree of accuracy and pays attention to detail.</li> <li>•Able to remain positive and calm in all scenarios, including when under pressure and in difficult circumstances.</li> </ul>	
Equal Opportunities	<ul style="list-style-type: none"> <li>•Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs.</li> <li>•Demonstrate an understanding of the safe working practices that apply to this role.</li> <li>•Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.</li> </ul>	