**Job Description**

Job Title

Job number

Grade

Lead Officer for Safeguarding in Education

3179 (ERP – 65371)

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**Overall purpose of the job**

To lead, drive and ensure the fulfilment of the Local Authority’s responsibilities in relation to schools for safeguarding and promoting the welfare of individual children and young people in the county through the Children Act 1989.

To provide a comprehensive safeguarding in education service to colleagues working in all schools, i.e. all education establishments across North Northants with pupils (maintained and independent) ensuring that the Local Authority’s duty as defined in Working Together to Safeguard Children, 2018 and Keeping Children Safe in Education, 2022, is fulfilled.

 **Main accountabilities**

1. To respond to OFSTED complaints as directed 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. Review, contribute to risk assessments and implement safeguarding plans for schools and settings including safeguarding audits into schools compliance with their statutory duties (s11) and to keep the model safeguarding policy for schools up to date and under review.

4. Complete full safeguarding audits undertaken within North Northants as part of on-going monitoring of school effectiveness.

5. Work with partners / other services to address a range of safeguarding related issues through conferences and network meetings e.g. anti-bullying, in order to reduce the issues that lead to increased safeguarding concerns.

6. Represent SIE as directed on NSCP sub-groups

7. To support the Section 11 NSCP audit process and to follow up results as appropriate.

8. Contribute to developing through training all Designated Safeguarding Leads (DSL) in schools and facilitate network meetings in order to share and develop best practice.

9. To lead commissioning of safeguarding training in liaison with partners, contributing to QA in order that high quality training is accessible by all.

10. To provide a service on behalf of SIE as directed by the Service Manager

11. To undertake any other duties in line with the SIE requirements.

1

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| **Qualifications Required** | **Subject** | **Essential /****Desirable** |
| A registered Social Worker holding a CQSW,Dip SW, B.A. or M.A. Social Work or similarequivalent professional qualification |  | Essential |
| Regulatory body registration |  | Essential |
| Post Graduate Management Training |  | Desirable |
| This post requires satisfactory clearance of anenhanced Disclosure and Barring Service (DBS)disclosure |  | Essential |

Minimum levels of knowledge, skills and experience required for this job

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| **Identify Describe** | **Essential /****Desirable** |
| **Knowledge** |  |  |
| Substantial experience of Safeguarding in aprofessional and operational capacity, such asat the level of a team manager or seniorpractitioner | Experience of workingdirectly with or in schools | Essential |
| Write reports to high standard and experience of extracting learning themes to promote good practice | Experience of writing and presenting reports | Essential |
| In depth knowledge of relevant legislation,guidance, policy, and procedures in respect ofchildren and safeguarding | Knowledge ofsafeguarding, includingwithin education settings | Essential |
| In-depth knowledge and experience of goodpractice regarding services to vulnerablechildren and their families and or in settings | Experience of workingdirectly with partners in thewider children’s workforce | Essential |
| **Skills** |  |  |
| Proven experience of successfully negotiatinginfluencing and advocating with and on behalf ofa wide range of stake holders, in multi-agencycontexts and at all levels of seniority includingeffective communications with governors,councillors, other education officer andorganisations | Experience of workingdirectly with partners in thewider children’s workforce | Essential |
| Clear understanding of the Council’sOrganisational Values and their implications forservice delivery | Evidenced understandingof NNH priorities | Desirable |
| Effective communicator across a range ofaudiences, including children, and their families, | Experience of workingdirectly with partners in thewider children’s workforce | Essential |

2

Under the Local Government and Housing Act 1989 this post is classified as a politically

restricted or sensitive post. Holders of such posts are disqualified from seeking election to

or being a member of the House of Commons, the European Parliament, or a local

authority, other than a parish council.

3

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| colleagues, schools and education staff,councillors and senior managers |  |  |
| **Experience** | **Give an idea of the type****and level of experience****required do not specify****years of experience.** |  |
| Analytical experience and skills in relation forexample QA information, quantitative andqualitative data and using information todevelop plans to address deficits in practice. | Ability to design, deliverand QA training anddevelopment opportunitiesfor a range of audiences | Essential |
| Experience in designing and drafting strategicdocuments, business plans and annual reports,requiring excellent ICT report writing andpresentation skills | Ability to design, deliverand QA training anddevelopment opportunitiesfor a range of audiences | Essential |
| Practice gained within one of the partneragencies of the Local Safeguarding ChildrenBoard (includes schools, further or highereducation, etc.) | Experience of workingdirectly with partners in thewider children’s workforce | Desirable |
| Experience of maintaining confidentiality insensitive situations, knowing when to shareinformation and to accept responsibility fordecision making. | Experience of workingdirectly with partners in thewider children’s workforce | Essential |
| Commitment to keeping abreast of newdevelopments in legislation, policy and practice,sharing learning with the team and service asappropriate. | Knowledge ofsafeguarding, includingwithin education settings | Essential |
| **Equal Opportunities** | Ability to demonstrateawareness/understandingof equal opportunities andother people’s behaviour,physical, social and welfareneeds | Essential |