**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.

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**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 similar  equivalent professional qualification |  | Essential |
| Regulatory body registration |  | Essential |
| Post Graduate Management Training |  | Desirable |
| This post requires satisfactory clearance of an  enhanced 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 a  professional and operational capacity, such as  at the level of a team manager or senior  practitioner | Experience of working  directly 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 of  children and safeguarding | Knowledge of  safeguarding, including  within education settings | Essential |
| In-depth knowledge and experience of good  practice regarding services to vulnerable  children and their families and or in settings | Experience of working  directly with partners in the  wider children’s workforce | Essential |
| **Skills** |  |  |
| Proven experience of successfully negotiating  influencing and advocating with and on behalf of  a wide range of stake holders, in multi-agency  contexts and at all levels of seniority including  effective communications with governors,  councillors, other education officer and  organisations | Experience of working  directly with partners in the  wider children’s workforce | Essential |
| Clear understanding of the Council’s  Organisational Values and their implications for  service delivery | Evidenced understanding  of NNH priorities | Desirable |
| Effective communicator across a range of  audiences, including children, and their families, | Experience of working  directly with partners in the  wider children’s workforce | Essential |

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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.

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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 for  example QA information, quantitative and  qualitative data and using information to  develop plans to address deficits in practice. | Ability to design, deliver  and QA training and  development opportunities  for a range of audiences | Essential |
| Experience in designing and drafting strategic  documents, business plans and annual reports,  requiring excellent ICT report writing and  presentation skills | Ability to design, deliver  and QA training and  development opportunities  for a range of audiences | Essential |
| Practice gained within one of the partner  agencies of the Local Safeguarding Children  Board (includes schools, further or higher  education, etc.) | Experience of working  directly with partners in the  wider children’s workforce | Desirable |
| Experience of maintaining confidentiality in  sensitive situations, knowing when to share  information and to accept responsibility for  decision making. | Experience of working  directly with partners in the  wider children’s workforce | Essential |
| Commitment to keeping abreast of new  developments in legislation, policy and practice,  sharing learning with the team and service as  appropriate. | Knowledge of  safeguarding, including  within education settings | Essential |
| **Equal Opportunities** | Ability to demonstrate  awareness/understanding  of equal opportunities and  other people’s behaviour,  physical, social and welfare  needs | Essential |