

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Education Safeguarding Project Officer

Safeguarding in Education Service, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

To have delegated responsibility under the direction of the Service Manager, for the delivery of the service plans and associated strategies of the Safeguarding in Education Service.



West
Northamptonshire
Council

Accountable to:

Under the direction of the Service Manager to lead on agreed areas of responsibility such as the communication strategy with education settings performance monitoring, quality assurance processes, contribution to training programmes, and other functions of the service areas.

Responsibilities:

1. To pro-actively assist and support the work of the service area providing advice and ensuring the work plans are completed.
2. To take responsibility for agreed functions and statutory processes.
3. To make and develop communication and working relationships with partner agencies and key professionals.
4. To take the lead as directed by the Service Manager for the development of policy, procedure and practice to meet future challenges and improvements to safeguarding services.
5. To assist and contribute to the business planning cycle, annual reports and performance reports.
6. To support the preparation for and management of inspectors, annual review meetings, other national and regional bodies.
7. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
8. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
9. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
Essential IT skills with an understanding and ability to work in Word/Excel and to create and manage databases. Also the ability to use Adobe and the Internet	Essential	A, I
Demonstrate excellent organisational ability	Essential	A, I
Demonstrate excellent written and verbal communication	Essential	A, I
Ability to maintain high level of confidentiality	Essential	
Demonstrate an ability to cope under pressure whilst working on own initiative	Essential	A, I
Good team player	Desirable	A, I
Sense of humour	Desirable	A, I
Ability to use IT as a research tool	Desirable	
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Proven knowledge of technical experience of either the operational understanding of the work of the Service Manager or equivalent understanding of the key statutory safeguarding processes	Essential	A, I
Significant knowledge of compliance and equality and diversity legislation and policy and procedure	Essential	A, I
Ability to influence effective management practices, relating to work planning, performance information management and quality assurance	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Substantial and proven experience of providing professional support to lead professionals/committees or partnerships and in-depth knowledge of safeguarding businesses processes	Essential	A, I
Proven experience of successfully negotiating, influencing and advocating with and on behalf of a wide range of stakeholders, in multi-agency context and at all levels of seniority. This will include external/independent chairs, senior managers in social care, health, education, managers, children, young people, adults and families	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to further education standard CGSE English and Maths at Grade C or above	Essential	A, T, I, P, D
Degree	Desirable	A, T, I,

Professional qualification – Health, Social Care, Education	Desirable	A, T, I, P, D
---	-----------	---------------

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include:

Basic Disclosure, Standard Disclosure and Barring Service check, Enhanced Disclosure and Barring Service check, Disqualification for Caring for Children (Education), Overseas Criminal Record Checks, Prohibition from Teaching, Professional Registration, Non police personnel vetting, Disqualification from Caring

Day-to-day in the role:

Job family & salary band:	Professional Support WNC Band 06	Worker type:	Part-flexible
People management responsibility:	No	Budget responsibility:	N/A

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

