

# When potential is unlocked, talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## **Safeguarding in Education Team Manager**

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.



West  
Northamptonshire  
Council

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:**

1. To 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 Children Act 1989.
2. To provide a comprehensive safeguarding in education service to colleagues working in all schools, i.e., all education establishments across Northamptonshire 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 is fulfilled.

## **Accountable to:**

This role is accountable to the Safeguarding in Education Services Manager. The role sits within Education Services, part of the People Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. Lead and manage operational members of the Education Safeguarding Service and other business support staff where necessary, carrying out line management responsibilities and appraisals as required by policies. This includes ensuring that staff receive support and are held to account for the quantity and quality of their work.
2. Co-ordinate and quality assure education responses to safeguarding referrals, request for information, to assist with the case-mapping and to collate information to inform a multi-agency response where required.
3. Review and implement a safeguarding plan 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. Commission, and quality assure full safeguarding audits undertaken within LSE 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 and coordinate attendance on appropriate Local Safeguarding Children's Partnership Northamptonshire (NSCP) committees.
7. To support the Section 11 NSCP audit process and to follow up results as appropriate.
8. Manage and maintain a register of 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. Provide operational leadership, advice and support to early years, schools, parents and student to support with all areas of safeguarding, including where complaints require investigating and resolving. Oversees the processes and actions taken by the team and provides leadership and guidance for resolving challenging situations.
11. Support team members by providing wider specialist service knowledge to ensure policies and procedures are followed resulting in robust safeguarding in West Northants. Leads on finding solutions to resolve blockages and delays. Escalates cases within the Service and with other professionals, that cannot be resolved using established processes and local discussion, with for example Team Leaders in other services
12. Undertake education safeguarding related project work as required by the Service Manager or by other WNC Managers
13. 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.
14. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
15. 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 postholder. [obj]

## 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
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 officers and organisations.	Essential	A, I
Experience of working directly with partners in the wider children's workforce	Essential	A, I

Clear understanding of the Council's Organisational Values and their implications for service delivery	Essential	A, I
Experienced understanding of WNC's structures and planning	Essential	A, I
Effective communicator across a range of audiences, including children, and their families, colleagues, schools and education staff, councillors and senior managers	Essential	A, I
Experience of working directly with parents in the wider children's workforce	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, T, I

Knowledge:	Essential / Desirable	Measured by
Substantial experience of Safeguarding in a professional and operational capacity, such as at the level of a team manager or senior practitioner	Essential	A, I
Experience of working directly with or in schools	Essential	A, I
An understanding and experience of high level political and strategic corporate strategy process and an ability to negotiate with Heads of Service, Directors, and Head Teachers	Desirable	A, I
Experience or working directly with partners in the wider children's workforce	Essential	A, I
In-depth knowledge of relevant legislation, guidance, policy and procedures in respect of children and safeguarding	Essential	A, I
Knowledge of safeguarding, including within education settings	Essential	A, I
In-depth knowledge and experience of good practice regarding services to vulnerable children and their families and or in settings	Essential	A, I
Experience of working directly with partners in the wider children's workforce	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
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	Essential	A, I
Ability to design, deliver and QA training and development opportunities for a range of audiences	Essential	A, I
Experience in designing and drafting strategic documents, business plans and annual reports, requiring excellent ICT report writing and presentation skills	Desirable	A, I
Ability to design, deliver and QA training and development opportunities for a range of audiences	Desirable	A, I
Practice gained within one of the partner agencies of the Local Safeguarding Children Board (includes schools, further or higher education, etc.)	Essential	A, I
Experience of working directly with partners in the wider children's workforce	Essential	A, I
Experience of maintaining confidentiality in sensitive situations, knowing when to share information and to accept responsibility for decision making	Essential	A, I
Experience of working directly with partners in the wider children's workforce	Essential	A, I
Commitment to keeping abreast of new developments in legislation, policy and practice, sharing learning with the team and service as appropriate.	Essential	A, I
Knowledge of safeguarding, including within education settings	Essential	A, I

Education, training, and work qualifications:	Essential / Desirable	Measured by
A registered Social Worker holding a CQSW, Dip SW, B.A. or M.A. Social Work or similar equivalent professional qualification	Essential	A, I
HCPC or other regulatory body registration	Essential	A, I
Post Graduate Management Training	Desirable	A, I
This post requires satisfactory clearance of an enhanced Disclosure and Barring Service (DBS) disclosure	Essential	A, I

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:**

Enhanced Disclosure and Barring Service check, Disqualification for Caring for Children (Education), Overseas Criminal Record Checks, Professional Registration.

## Day-to-day in the role:

<b>Hours:</b>	37 hours per week	<b>Primary work base:</b>	Hybrid/Office
<b>Job family band:</b>	WNC Band 10	<b>Worker type:</b>	Part-flexible
<b>People management responsibility:</b>	N/A	<b>Budget responsibility:</b>	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.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> 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](mailto: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.

