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**Job Title Education Safeguarding Officer**

**Grade PO8**

**Job Description**

**Job Purpose**

The post holder will be responsible for supporting Education Safeguarding within the School Performance service, providing support, challenge and advice to schools and settings on safeguarding issues and for coordinating the training package which is offered to staff in schools across Telford & Wrekin.

**Major Tasks**

This post is a designated **Education Safeguarding Officer** with responsibility for providing specialist advice and guidance to Head Teachers, senior leaders, Designated Safeguarding Leads and other school staff on all matters specifically related to safeguarding.

**Key Areas of Responsibility:**

- In partnership with the Group Manager provide independent specialist advice and consultancy in relation to Child Protection and safeguarding in general to schools including response to OFSTED inspection outcomes.
- Be a point of contact for headteachers, DSLs and other professionals and provide a professional response to queries and advice for schools and other providers and agencies.
- Maintain an up to date knowledge that includes statutory requirements, policy and practice trends and research in safeguarding and child protection matters, most particularly related to Keeping Children Safe in Education and Safer Recruitment.
- Act as a point of contact for OFSTED in terms of safeguarding specific complaints.
- Develop safeguarding policies and audit tools for schools ensuring that relevant legislation is reflected and kept up to date within these policies.
- Support the Safeguarding Board in ensuring that there is a regular cycle of safeguarding audits within schools.
- Contribute to the development and implementation of safeguarding training for Schools including Safer Recruitment and Prevent training.
- To provide professional advice and support on safeguarding matters within schools and take a lead role in supporting the role of Designated Persons in Schools.
- Support the Early Years Team leader in offering professional advice and support on safeguarding matters within Early Years settings.
  
- To identify opportunities to trade safeguarding training and development courses to schools within beyond the boundaries of Telford & Wrekin
- To support the work and vision of the Telford & Wrekin Safeguarding Children Board in attending relevant sub groups, and lead on relevant pieces of work as requested, and remain a link Officer to CEOP.
- Attend the Midland area Safeguarding in Education forum to ensure the sharing of best practice and emerging issues to disseminate to schools as appropriate.
- Ensure that through the engagement with DSLs the threshold model and pathway for referral is promoted and understood.
- Promote safeguarding within the Education and Skills directorate..

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- Liaise with schools in relation to safeguarding matters, including where required attend meetings with schools related to electively home education and children missing from education.
- Provide case work support and tracking information for internal meetings to monitor pupils who are not in receipt of full time education, missing from education, on a modified timetable or EHE.
- Work as part of the education contribution to the Family Connect service

#### **Contacts & Relationships**

**Internal Contacts** –, Service Delivery Managers and Specialists, Group Managers and Specialists, Team Leaders and other officers from across the Council. To establish and understand need, to identify and discuss appropriate solutions.

**External Contacts** -Head Teachers and senior leaders, governors, parents and/or guardians, children, foster carers, other agencies voluntary, community and social enterprise sector organisations, peer group networks and government departments. Contacts will involve information giving and collecting, negotiating and influencing contacts.

#### **Creativity**

- Using imagination and creative skills to identify and put in place appropriate partnership/team working arrangement to contribute to school improvement.
- Using imagination and creative skills to identify new effective approaches for addressing issues raised by Head Teachers and senior leaders in schools
- Using imagination and creative skills to identify new appropriate approaches to achieve Council priorities

#### **Decisions**

- This post holder will be involved in making both decisions and recommendations. Many decisions will be made without reference to the service delivery manager but, in some cases, on matters requiring strategic direction or a change in policy discussions will take place with their manager. Some decisions made may result in a change in procedures for others.

#### **Management & Supervision**

- This specialist post requires the skills to build strong links with partners. Reviews and recommends school policies and advises upon the implementation of these to improve outcomes. The Post will establish clear links to Designated Persons in Schools and take a lead role in their development

#### **Supervision Received**

- The post holder carries out high level tasks working independently but keeping the Group Manager informed of progress and specific issues. The post holder will meet with their manager a minimum of once a month in addition to attending weekly team meetings

#### **Complexity**

- Tasks range from working with staff and children in schools to staff from a wide range of agencies. The post holder will be responsible for contributing to complex partnerships. This post requires excellent negotiation skills and, in supporting the work of schools and governing bodies, may include attendance at meetings outside of the traditional working day or week.

#### **Resources**

Resources available should be managed creatively to achieve the best possible outcomes for children, schools and settings

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The post holder will regularly be required to deal with sensitive and confidential personal information about children and families.

**Impact**

This post will be responsible for the impact on a range of council priorities including:

- Providing and guidance on the safeguarding of children in schools
- School performance in terms of OFSTED inspection outcomes and outcomes for pupils
- Income generated through School Improvement Traded Service

**Physical Demands**

The level of physical demands would be that expected of a typical desk based job, such as carrying laptop and/or files to meetings and setting up for meetings/training events. There may be the occasional demand for more than this. However, this would not be a typical or significant part of the job

**Working Environment**

In the main this post works in the environmental equivalent to working in an office in terms of heat, ventilation and lighting. The post holder will be required to visit schools to deliver support and training. There may be occasional exposure to conditions such as would be found outside; for example travelling for meetings and site visits.

**Emotional Context**

The emotional strain or distress this role is expected to face would be limited however there may be times when the post has contact with information that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information

**Other**

The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

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**Person Specification**

<b>Criteria</b>	<b>Standard</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree level or equivalent</li> <li>• Evidence of commitment to continued professional, managerial and personal development</li> <li>• Management training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience of working in schools including as a designated safeguarding lead.</li> <li>• Experience of managing and developing teams, including dealing with difficult people management issues</li> <li>• Experience of managing budgets and ensuring effective use of resources</li> <li>• Experience of delivering cost effective services and minimising waste</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of current government policy relating to all areas covered by the main job task.</li> <li>• Knowledge of relevant local priorities as set out within Council plans</li> <li>• Working knowledge of all areas covered by main tasks attained through qualification or CPD.</li> <li>• Knowledge of legislation including statutory requirements for areas identified by main tasks</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively at all levels including senior management, employees and external partners</li> <li>• Ability to negotiate and persuade with external partners and other organisations concerning complex and large scale issues</li> <li>• Ability to effectively convert data into information which can inform strategy and develop priorities</li> </ul>
<b>Personal style &amp; behaviours</b>	<p>As a council employee you will be supported and expected to demonstrate the Council's Core Behaviours. Please note that these may be updated from time to time and are available on the Council's intranet pages.</p> <ul style="list-style-type: none"> <li>• Develops good relationships with others by behaving with integrity, treating people with respect and leading by example</li> <li>• Promotes diversity and equality of opportunity</li> <li>• The nature of the post means that there will be a requirement to work flexibly with some evening and weekend work</li> </ul>
<b>Fluency Duty</b>	<p>This post requires the post holder to be a '<b>proficient</b>' user. The post holder is required to:</p> <ul style="list-style-type: none"> <li>• Understand a wide range of demanding, complex language, both written and spoken, and recognise implicit meaning.</li> <li>• Express ideas fluently and spontaneously both orally and in writing.</li> <li>• Use language flexibly and effectively for professional purposes.</li> <li>• Produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices</li> <li>• Summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent</li> </ul>

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	<p>presentation to a range of audiences including Head teachers, governors and external partners.</p> <p>Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations with a range of audiences.</p>
<b>Political Restrictions**</b>	None

This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.

This post has been assessed as requiring proficient level under the Common European Framework of Reference for Language (CEFR).

More information is available at:

<http://ecouncil/Fluency/Pages/default.aspx>

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	Yes
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>