

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Education Safeguarding Officer	Grade: PO5
Section: Safeguarding Standards Service	Directorate: Children Social Care
Responsible to following manager: Chantel Langenhoven LADO	Responsible for following staff: None
Post Number/s:	Last review date: March 2020

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

This is an operational and strategic role that builds upon established operational relationships to develop robust safeguarding pathways between education establishments including schools, Children's Social Care and the LADO service.

This is an influential post within the quality assurance service (Safeguarding Standards) requiring a specific range of safeguarding knowledge, negotiation, influencing, auditing and signposting skills.

It requires a detailed knowledge of working with schools and education colleagues and the interface between education and social care professionals.

The post holder will work closely with the Head of Safeguarding Standards Service, the LADO, operational social care teams as well as safeguarding staff in primary, secondary and further education settings. The role also has specific responsibilities as part of the Wandsworth Safeguarding Children Partnership (WSCP),

Specific Duties and Responsibilities

1. To maintain and develop pathways for provision of safeguarding advice and support to designated safeguarding leads (DSL) and head teachers.
2. To continuously develop safeguarding support systems for DSLs in education and head teachers
3. To evaluate the effectiveness of safeguarding in education and ensure areas for improvement and development are identified and addressed.
4. To facilitate relationships and develop appropriate challenge between Children's Social Care and education establishments.
5. To promote a thorough understanding of key safeguarding legislation, statutory guidance including Keeping Children Safe in Education and the WSCP Threshold guidance.
6. To link with Social Care Academy colleagues to ensure that learning from audit is incorporated within cycle of practice learning and improvement.
7. To work with the LADO to facilitate timely reporting and investigation of appropriate concerns about adult safeguarding conduct in education establishments. This includes triage and advice on allegations against professionals and volunteers
8. To carry out thematic audits commissioned on behalf of WSCP
9. To provide timely and comprehensive responses to complaints and concerns raised by regulatory bodies including Ofsted.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

Current team structure

Insert current structure

Person Specification

Job Title: Education Safeguarding Officer	Grade: PO5
Section: Safeguarding Standards Service	Directorate: Childrens Social Care
Responsible to: LADO	Responsible for: N/A
Post Number/s:	Last Review Date: March 2020

Our Values and Behaviours¹

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

- taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
- continuously seeking better value for money and improved outcomes at lower cost
- focussing on residents and service users, and ensuring they receive the highest standards of service provision
- taking a team approach that values collaboration and partnership working.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Knowledge of key safeguarding issues impacting upon children’s lives including child exploitation and allegations against professionals and volunteers.	A I
Inspection and regulatory requirements for education establishments and Childrens social care	A I
Key legalisation and statutory guidance including Keeping Children Safe in Education, Working Together to Safeguard Children 2018, London Child Protection Procedures and the Childrens Acts 1989 and 2004.	A I
Knowledge of the role and function of the Safeguarding Partnership arrangements.	A I
Experience	
Social work, teaching or similar professional experience with children in a statutory setting with diverse communities	A

¹ These values and behaviours will be developed further as the SSA becomes established.

Experience of providing safeguarding advice and challenge to senior colleagues in primary, secondary, specialist and FE setting in public and in the public, faith and independent sector	AI
Experience of working with allegations against professionals and volunteers	AI
Skills	
Ability to provide safeguarding advice and support to education establishments and colleagues.	I
Experience of carrying out audits of safeguarding practice in education	I
Ability to write high quality reports using qualitative and quantitative data.	IA
Ability to design, co-ordinate and lead projects on across departments and partners	I
Ability to facilitate learning and challenge to achieve good outcomes for children (in need, those in need of protection and children looked after)	I
Ability to set up and implement operational and strategic developments to promote robust safeguarding arrangements in education settings	
Qualifications	
Social work or teaching or similar professional qualification Educated to degree level or above	C

A – Application form

I – Interview

T – Test

C - Certificate