

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Safeguarding Children's Manager	<b>Grade:</b> MG2
<b>Section:</b> Safeguarding Standards	<b>Directorate:</b> Children's Services
<b>Responsible to Following Manager:</b> Head of Safeguarding Standards Service (Children)	<b>Responsible for Following Staff:</b> Independent Reviewing Officers x 5
<b>Post Number/s:</b> SC935	<b>Last Review Date:</b> January 2018

#### 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

The post holder directly line manages the children's planning and reviewing officers (child protection chairs and independent reviewing officers). The post holder will have lead responsibility for Children Looked After/ IRO Service.

The purpose of the role is to provide strategic and operational management support, supervision and oversight to staff so that child protection conferences, child looked after reviews and allegations into concerns about trusted adults are timely, of a high standard and contribute to keeping children safe.

This is a key, strategic and operational quality assurance post that is critical to on-going learning and development in the Safeguarding Standards Service, across Children's Services

and the children's workforce across the borough. The post is responsible for ensuring that CPC/IRO fulfil their legal, statutory responsibilities specifically under Children Acts 1989 and 2004, Working Together to Safeguard Children, London Child Protection Procedures, Keeping Children Safe in Education, The IRO Handbook and Care Planning Regulations 2010 and provide quality assurance leadership across children's services department.

To engage stakeholder and partners in making good quality plans to promote children's welfare and to hold partners and stakeholders to account for their actions.

The post has the authority to act on behalf of the Council regarding Safeguarding cases.

### **Specific Duties and Responsibilities**

1. To work with the Head of Safeguarding Standards Service (QA) to;
  - a) lead an excellent child-focused service that contributes to keeping children in Wandsworth safe and achieving excellent outcomes
  - b) by promoting high standards of practice in planning and reviewing arrangements for the protection and care of children.
  - c) to implement and deliver to the Quality Assurance Framework (QAF) in relation to the role of Safeguarding Standards Service in providing challenge and embed learning. This will include undertaking audits and carrying live audit/observation of practice.
  - d) to ensure relevant management information on all national and local performance indicators and to establish plans to improve performance where required. This will include tracking of team performance, weekly performance data and analysis for Senior Management Team as delegated by Head of Service Safeguarding Standards.
2. To assist the Head of Safeguarding Standards Service to provide a strategic performance overview of children's services, in particular in relation to those children/young people looked after by the authority or who are subjects of child protection plans by preparing reports as required including those for senior leadership and Council Members.
3. To quality assure the work of the children's planning and review service and to contribute to the wider quality assurance function across Children's Social Care and Wandsworth Safeguarding Children Partnership (WSCP). This includes setting standards for Safeguarding services and teams to adhere to.
4. To provide leadership and safeguarding advice to the Council and wide-ranging partner agencies in relation to their statutory responsibilities for safeguarding children arising from the Children Act 2004, Working Together to Safeguard Children 2018, London Child Protection Procedures IRO Handbook and associated guidance.

5. To establish and promote positive relationships with multi agency partners within Wandsworth, regionally across London Councils and nationwide where necessary, to deliver high quality safeguarding plans for children.
6. To co-lead and manage a team of up to 5 child protection coordinators or and independent reviewing officers at Local Authority PO6 grade..
7. To champion high standards of planning for children looked after, including early permanence planning; to promote strong links with Foster Carers, Virtual School, Designated Drs/Nurses for children looked after, and the Children in Care Council (CLICK).
8. To ensure the IRO Service fulfils all statutory requirements within IRO Handbook and Care Planning Regulations 2010 and has improving outcomes for children at the centre of all its work. To deputise for the Head of Safeguarding Standards Service for both council and Wandsworth Safeguarding Children Board business.
9. To manage and lead multi-agency project groups on behalf of WSCP and the Council.
10. To chair complex, high level strategy meeting, allegations against professionals strategy meetings, disruption meetings when permanent fostering and adoptive placements have broken down, Child Protection Conferences or Looked After Children Reviews when required.
11. To develop and prepare annual/quarterly reports about Corporate Parenting, the IRO service, , quality assurance and performance including audit for the Council and WSCP. This will include the statutory annual report on the work of the IRO Service.

### **Main duties and responsibilities**

1. To chair relevant panels as delegated by Head of Service.
2. To be a member of the DMT, Care Panel, the Child Protection Quality Assurance Panel and any other quality assurance processes or management structures as directed.
3. To create where necessary, establish and chair strategic groups on multi-agency safeguarding issues, task and finish groups on behalf of WSCP and Childrens Services Dept.
4. To chair multi-agency meetings and to ensure a record of the meeting is produced with appropriate SMART recommendations.
5. To assist in the development, preparation and communication of departmental procedures, policies and codes of practice in relation to safeguarding and ensure that departmental policy and procedures are disseminated and understood. To work with other senior managers to ensure that such policies and procedures are effectively implemented by all departmental staff.

6. To carry out monitoring, auditing, practice observation and reviewing of practice standards in relation to safeguarding responsibilities in the department; to take part in all serious case review activity as directed by the Head of Safeguarding Standards Service and to contribute to the development of the quality assurance and review processes within Children's Services and WSCP.
7. To investigate complaints and respond to Freedom of Information Requests as directed or requested by the Head of Safeguarding Standards Service.
8. In the absence of the Head of Service Safeguarding Standards Service (QA) to ensure the effective operation of the service, reporting any significant issues to the Assistant Director or DCS.

### **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.

### **Current Team Structure**

## Person Specification

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<b>Section:</b> Safeguarding Standards	<b>Directorate:</b> Children's Services
<b>Responsible to Following Manager:</b> Head of Safeguarding Standards Service QA (Children)	<b>Responsible for Following Staff:</b> Independent Reviewing Officers x 5 or  CPC x 4.5
<b>Post Number/s:</b> CS340 and SC935	<b>Last Review Date:</b> January 2018

### Our Values and Behaviours

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:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

<b>Person Specification Requirements</b>	<b>Assessed by A &amp; I/ T/ C (see below for explanation)</b>
<b>Knowledge</b>	
1. Strong working knowledge of Working knowledge of Children Act 1989 and 2004, London Child Protection Procedures, Working Together to Safeguard Children, IRO Handbook 2010. Care Planning, Placement and Case Review Regulations (England) 2010 Children Act 1989 guidance Volume 2 Care Planning, Placement and Case Review.	A & I

2. The role and function of a Quality Assurance Framework including performance data in promoting high standards of practice and good outcomes for children.	A & I
3. Signs of Safety or similar practice framework and how this applies to management of risk.	A & I
4. Ability manage and support the IRO service in its statutory legal duty to hold the Council to account as corporate parent to children looked after	
5. Best practice in managing allegations against professionals/persons in positions of trust with reference to Chapter 7 LCPP, Keeping Children Safe in Education 2020 and any other relevant guidance or practice direction.	A & I
<b>Experience</b>	
6. Experience of child protection and children looked after social work including management. This will include court work and planning for children	A & I
7. Provision of advice, support and guidance to social workers and partner agencies on a range of safeguarding issues including allegations against persons in positions of trust.	A & I
8. Experience of risk management. decision making and planning for children within a pressured, fast moving environment.	A & I
<b>Skills</b>	
9. Ability to manage and supervise a team of qualified social workers	A & I
10. Ability to provide assertive challenge, support, advice and consultation to teams and services within the Council and externally across a wide range of contacts and relationships with key statutory and non-statutory partners	
11. Ability act with autonomy using experience and knowledge of legal framework, learning from CSPR/SCRs, audits and research	
12. Ability to analyse performance data to promote high standards of practice	A & I
13. Ability to provide written and verbal reports for a range of audiences including Senior Management Team, WSCP, Corporate Parenting	A & I
14. Chairing of complex safeguarding meetings	A & I
15. Responding to complaints and escalations	A & I
<b>Qualifications</b>	
16. Social Work degree, CQSW or equivalent is essential and required.	A & C
17. Management qualification (essential	A & C

**A – Application form / CV**

**I – Interview**



**T – Test**  
**C - Certificate**