

JOB DESCRIPTION

TITLE: Safeguarding in Education Officer

POST NO: PREF102070

DEPARTMENT: Children and Learning

DIVISION: Support, Challenge and Intervention

RESPONSIBLE TO: Safeguarding in Education Manager

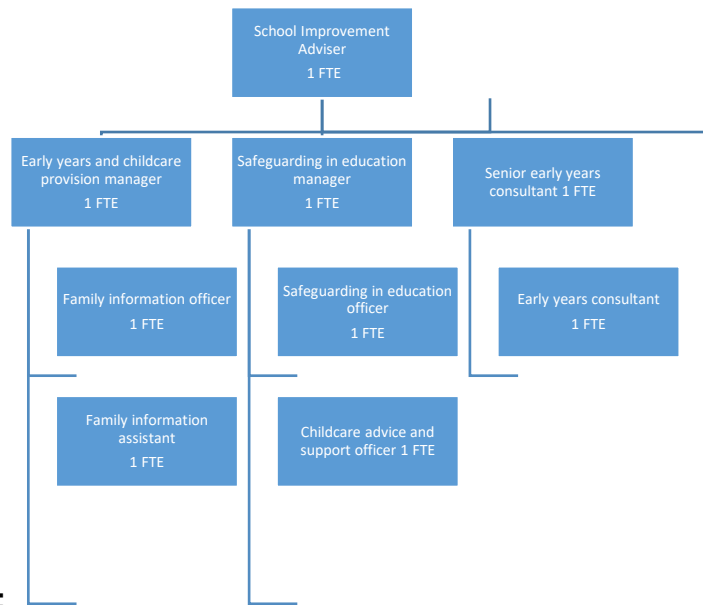
GRADE: M1

PURPOSE OF POST:

To provide safeguarding focused support challenge and intervention to education providers in line with relevant statutory guidance from 0-19 and local safeguarding partnership arrangements in order to contribute to the Local Authority duty to safeguard all children in the borough.

To deputise for the safeguarding in education manager at a range of multi-agency, decision-making meetings, to ensure that children are safeguarded. Work in partnership with the Police, Health, Children's Social Care and Voluntary Sector. Participate in risk assessing and putting in place preventative and responsive measures.

The post holder will lead on policy and practice development for the education sector, ensuring that model policies, guidance, training or relevant materials are developed and disseminated to the sector including learning from child serious case reviews or local learning reviews. The postholder will lead on auditing the sector for safeguarding compliance and reporting to relevant bodies as appropriate.



ORGANISATION CHART:

PRINCIPAL RESPONSIBILITIES:

		%
1.	Lead on and support the Safeguarding in Education Manager to promote evidence and monitor best safeguarding practice for all children in education settings across Luton from 0-19, including Independent Schools and Alternative Learning Provisions, in line with all relevant statutory education guidance. Develop materials and audit tools to support this process, in line with statutory requirements for each sector. Where poor practice is identified, develop and deliver bespoke support packages.	30
2.	Develop, produce and deliver single agency safeguarding and bespoke safeguarding training to support the development of practitioner skills across the sector and other internal teams across the council as required.	20
3.	Develop and produce model safeguarding policies and procedures, including guidance for specific issues in line with relevant statutory guidance from 0-19. Lead on the delivery of the termly Designated Safeguarding Officer group, including disseminating information and guidance and promoting reflection and analysis. Use identified trends and issues to progress development across the sector.	15
4.	Represent safeguarding in education and providers at a range of multi-agency meetings, providing decisions and deputising for the manager when required. This includes a range of panels but is not limited to: Magpan, Channel, LSCB groups and other forums in which decisions are made in relation to education and safeguarding practice. Act as the Multi Agency Risk Assessment Panel rep for high risk domestic abuse cases, which includes receiving in referrals and acting to represent education in decision making and exchanging risk focused information.	15
5.	Work in partnership with the Local Authority Designated Officer (LADO) and other internal departments, including social care, to address issues, raise escalations and action as appropriate. Represent safeguarding in education within the MASH as an education advisor as required, including assimilating search information and contributing to risk assessment and related multi-agency meetings as necessary. Lead on and co-ordinate the Education elements of the RELAY programme, negotiating between education, children's social care and the police.	10
6.	Develop, populate and maintain a centralised database for education information returns including the Sec 175/156. Analyse returns, retain communication logs for incidents and end enquiries. Use information to produce reports for strategic level meetings.	5
7.	Where required, deputise for the manager, lead and contribute to Child Safeguarding Practice and Local Reviews in line with statutory guidance for reviewing unexpected child deaths. Work with education providers to ensure learning is identified and appropriate actions are undertaken.	5

DIMENSIONS:

Supervisory Management: None

Financial Resources: None

Physical Resources: Laptop and mobile phone

Physical Effort: There is no exceptional physical effort required

Working Environment: An open plan office environment, with no unusual features, some home-working and regular visits to other sites.

CONTEXT:

Nature of service provided

This post will sit within the Education service of the Children Families and Education Department of Luton Council and report to the Safeguarding in Education Manager, linking to the School Improvement team in the Education Service. The wider team provides welfare and safeguarding support to early years settings.

Section 175 of the Education Act 2002 requires governing bodies of maintained schools and FE colleges to make arrangements to ensure their functions are carried out with a view to safeguarding and promoting the welfare of children. Regulations made under s157 state that proprietors of independent schools (which includes Academies and Free schools) must make arrangements to safeguard and promote the welfare of pupils and in doing so must have regard to any statutory guidance issued by the Secretary of State. The requirements of the Early Years Foundation Stage are enshrined in the Children's Act 2004, Childcare Act 2006 and the Apprenticeship, Skills, Children and Learning Act 2009.

Local Partnership Reviews have highlighted poor practice and deficiencies in education safeguarding systems. Implementation of the Luton Safeguarding in Education strategy is intended to address those deficiencies in the context of wider recommendations from serious case reviews nationally and the Ofsted document, 'Safeguarding in schools: best practice'.

The post requires extensive knowledge and experience of complex decision making relating to the safety and wellbeing of children. The post holder has a responsibility to ensure that statutory departmental and LSCB policies, procedures and practice standards are adhered to, assisting staff and managers to do this.

Luton's safeguarding in education services are well regarded and there are well-established and constructive relationships with providers in the statutory, private, voluntary and independent sector. This service is a key mechanism for planning and implementation of strategy for the delivery of EYFS advice and support for providers, and monitoring and quality overall.

Criminal Record checks

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience in a professional management role providing services for children, families and a range of education provisions. Ability to deputise for manager and contribute effectively to decision making. Experience of delivering high quality training and safe recruitment practice Experience of leading, and contributing to partnership working across a wide range of statutory and VCS agencies.	1, 2 1, 2 1, 2		
Skills/Abilities	Demonstrable negotiating, influencing and interpersonal skills, including the ability to engage with senior staff in all agencies and use mentoring and coaching to support professional development. Including the ability to risk assess and respond with accuracy and speed as necessary. Ability to present information clearly, concisely and accurately within timescales. Excellent written and verbal communication skills including demonstrable ability to write reports of a standard suitable for presentation to council, government bodies and any other appropriate agencies In depth decision making and organisational skills with the ability and skills to organise own workload, to work to strict	1, 2 1, 2, 5 1, 2		

	deadlines and targets with the minimum of supervision Proactive approach to encouraging partners to build networks and partnerships within and across LSCB areas and to encourage sometimes reluctant agencies to engage Demonstrable ability to work to tight timescales and act swiftly to ensure that appropriate safeguarding measures are in place when allegations are made or concerns arise	1, 2 1,2		
Equality Issues	Demonstrable knowledge and understanding of how equality issues impact on child protection work, and a commitment to equality of service provision.	1, 2		
Specialist Knowledge	Knowledge of the multi agency context of the safeguarding children agenda, relevant legislation, guidance and current developments from 0-19 across a wide range of education provision types not just schools. In-depth knowledge of Ofsted inspection frameworks for schools and settings	1, 2 1, 2, 5		
Education and Training	Graduate level or professional qualification in a related field or evidence of equivalent qualification or experience	1, 4		
Other Requirements	Able to work outside office hours as determined by the needs of the service on average twice per month Able to travel throughout the Borough on a regular basis, on average three times a week	1, 2 1, 2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)