Job Title: Education Safeguarding Lead  
Grade: 11

GRADE xx

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

* Lead service and policy development for Education Safeguarding across the Children and Families Portfolio.
* Provide support and challenge to schools and settings; ensuring safeguarding procedures are carried out robustly in partnership with the Local Authority Designated Officer (LADO).

Reporting Relationships

Responsible to: Charles Daniels (School Improvement Officer)

Responsible for: Education Safeguarding Advisors

Key Accountabilities:

1. Manage the Education Safeguarding Advisors to ensure the effective running of the service.
2. Undertake safeguarding visits to schools ensuring that schools and colleges are compliant with their safeguarding responsibilities.
3. Provide appropriate support, challenge and guidance to school communities on safeguarding and child protection issues.
4. Plan and deliver the Section 175 and 157 safeguarding audit, undertake detailed analysis and report findings to the SSCB and other key partners.
5. Undertake Ofsted and other safeguarding complaints to ensure that schools’ policies and practice are robust and effective.
6. Plan, review and deliver training to schools and other partners. Provide the education perspective and interface with education providers on safeguarding training and development.
7. Contribute to the work and the policy development of the Staffordshire Safeguarding Children’s Board (SSCB) through attendance at SSCB Scrutiny and Assurance Group and designated subgroups including scoping exercises, rapid reviews, child death overview panels and child safeguarding practice reviews.
8. Disseminate lessons learnt from serious case reviews from an education perspective to education providers for all Staffordshire children and young people either within Staffordshire or out of county.
9. Explain clearly, and with sound rationale, highly complex education related safeguarding information to a wide range of professionals.
10. Ensure that ESAS recording systems are efficient, robust, accurate and up-to-date and inform policy and practice.
11. Maintain an up-to-date knowledge that includes statutory requirements, policy and practice trends and research in Safeguarding matters.
12. Be the education lead for all national and local safeguarding priorities e.g., child sexual exploitation (CSE) and PREVENT agenda.
13. Any other duties and responsibilities within the range of the salary grade.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

|  |  |  |
| --- | --- | --- |
| **Minimum Criteria for Disability Confident**  **Scheme\*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**  Degree or equivalent, professional qualification or other evidence of considerable analytical abilities | A/I/T |
| **employer_small** | **Knowledge & Experience**  Extensive experience of Safeguarding issues within and education setting(s)  Experience of managing and resolving complaints in line with corporate complaints policy and Education Act  Knowledge of partnership working and inter agency financial and decision-making processes  Demonstrable understanding of commissioning within a public sector environment  Experience of using IT systems to gather, analyse and present information  Effective knowledge of SSCB standards and the statutory duties associated  Relevant experience of working in a local authority’s children or education service | A/I/T |
| **employer_small** | **Skills**  Time management skills with the flexibility to adapt to changing workload demands  Effective written and oral communication skills including the ability to prepare and present reports and to communicate with staff/service users at all levels  Strong analytical skills which enable the effective resolution of problems and the development of innovative plans  Ability to advise appropriately in accordance with policies and legislation on a range of relevant techniques and subjects  Ability to deliver training sessions, presentations and workshop  Persuasive, influential and motivational skills | A/I/T |
| **employer_small** | **Personal Qualities**  Demonstrate a commitment to continued self-improvement and have a willingness to undertake appropriate training  Have a commitment to the achievement of excellence in standards of conduct and customer service  A commitment to partnership working within and outside the County Council  Empathic and understanding of the rights, needs, aspirations and viewpoints of people who receive services.  Personal commitment to the development of high quality services and Improved Outcomes  Commitment to equal opportunities and anti-discriminatory practice  Commitment to inter-agency working and to user involvement in planning processes | A/I/T |
| **employer_small** | **Additional Requirements**  Ability to travel to various locations as required both within Staffordshire and outside of the County (special arrangements can apply for people with disabilities**)** | A/I/T |

This post is designated as a casual car user

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**