

JOB DESCRIPTION

Job Title	Bi Borough Safeguarding in Schools and Education Settings Lead
Position Number(s)	1
Department	Children's Services
Section or Service	Safeguarding Review and Quality Assurance Service
Grade	HMgn 151 £41,200 to £55,800 (pay award pending)

DESIGNATION:

Responsible to:	Safer Organisations Manager and LADO
Employees directly supervised (if applicable):	Co-supervision and oversight of one business support officer.

Family Tree

Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.



1. JOB PURPOSE:

The post holder will:

Be responsible for promoting high quality safeguarding and child protection across all schools and education and education settings (inclusive of schools in the independent sector) in Kensington and Chelsea and Westminster

Working in collaboration with the LADO/Safer Organisations Manager. To contribute to the promotion of safe organisations across schools through establishing and maintaining organisational conditions that deter and prevent unsuitable people from having contact with children and vulnerable families in the first place. To assist agencies to respond robustly at the first opportunity when concerns are identified

Provide safeguarding advice, support and challenge to improve and maintain safeguarding practice in schools within the Bi Borough area.

Be an expert on the safeguarding of children and young people within education settings and have the capacity and skills to operate at both operational and strategic levels.

2. DESCRIPTION OF DUTIES:

1. To take a lead responsibility for ensuring that the Bi Borough delivers a high-quality safeguarding practice across schools.
2. To hold lead responsibility for strategy and policy formulation concerning safeguarding and child protection in line with relevant national statutory guidance and local guidance, and to contribute to overall strategy and policy for the Boroughs.
3. To work closely with the Safer Organisations Manager (formerly LADO) to promote effective safeguarding processes and systems within schools and education settings. To work on specific management of allegations cases under the direct supervision of the Safer Organisations Manager.
4. To support schools to review and develop their safeguarding policies and practice in line with their statutory requirements. This will include commissioned services.

To ensure that schools maximise opportunities to safeguard children and protect them from abuse and escalate concerns about failure to do so or poor practice in order that schools and education settings are held to account.

5. To help promote a culture of learning in relation to cases requiring reflection and contribute where relevant to lead local reviews or audits into the effectiveness of safeguarding practice. To contribute to the delivery of a Service Level Agreement to provide training and specialist advice to number of schools who commission the service.

6. To work in collaboration with safeguarding colleagues within the Bi Borough Safeguarding Service to identify key learning and practice improvements in the safeguarding and promotion of children's welfare.
7. To work closely and in collaboration with the Senior Adviser for School Inclusion within School Standards Service, to promote strong, robust and effective coordination to promote safeguarding and inclusion for children in school.
8. To establish and enhance trusted, respected and effective relationships with local headteachers, senior school staff (including Designated Safeguarding Leads), school governing bodies (chairs of governors and designated governors for safeguarding) and senior officers within the local authorities and other agencies.
9. To quality assure practice, provide a consultative function to schools and local authority officers, commission, deliver and have oversight of training to schools.
10. To ensure the service is effective, adapts to change and delivers good outcomes for children and young people.

Main Duties and Responsibilities

1. Promote and develop awareness and understanding of safeguarding and child protection practice across schools and lead in developing and implementing the work programme with schools concerning the safeguarding agenda.
2. To be responsible for collecting data and management information on training, ensuring validation processes are sound and systems maintained to ensure accurate and up to date information is available. Use business reports and quality assurance systems proactively to manage performance, deficiencies or risks.
3. To work in collaboration with the Local Authority Designated Officer / Safer Organisations Manager. To assist in the individual investigations of allegations about adults, including paid and volunteers, who work with children and young people.
4. Contribute to case reviews where a need for reflection and organisational learning has been identified and ensure the learning from this is effectively disseminated. To act with authority to make decisions on behalf of the 3 Boroughs' Local Safeguarding Children Partnership (LSCP). To identify and alert managers / LSCP to areas of potential risk for the Partnership or Bi Borough. To develop innovative responses to changing circumstances and to problem solve with a high degree of responsibility and independence.
5. Ensure the LSCP and the Bi Borough is informed of all new developments including changes in legislation and government policies, research evidence and best practice, as relevant to this area of work.
6. Work with partners to develop and monitor best practice standards for safeguarding practice in schools.

7. Organise seminars and conferences regarding safeguarding practice for schools. Brief multi-agency audiences on national developments, guidance, legislation and practice developments relating to safeguarding in schools.
8. To alert the Head of SRQA and the Chair of the LSCP to significant risks to the service, reputation of the Bi Borough or LSCP, and lead on developing a plan to respond to the risk, including a communication strategy.
9. To provide support and challenge to improve safeguarding practice and outcomes for children and young people attending schools across all phases and sectors in Kensington and Chelsea and Westminster
10. To undertake audit activity in schools in relation to the effectiveness of safeguarding practice feeding back to head teachers, governors, the LSCP and the local authority where appropriate. To agree a follow up offer of targeted and time limited support to schools where a need is identified.
11. To promote and support high quality contributions from schools to child protection processes including strategy meetings, case conferences and core group meetings in order to maximise the efficacy of safeguarding interventions.
12. To provide a consultative point of contact to schools relating to safeguarding matters including advising onward referral as appropriate.
13. To take a lead role where relevant in the completion of individual management reviews and other case reviews, including Serious Case Reviews using a variety of methodologies.
14. Work with Schools Standards, LSCP Training Officer and others to design and commission the schools safeguarding training offer, oversee publication of the programme and oversee its effective administration
15. Work with the Shared Services MASH (Multi-Agency Safeguarding Hub) to collate and respond to themes and issues arising from MASH activity and GMACE
16. Establish and maintain effective links with other key services including Early Help, Social Work Teams, Senior Adviser for Inclusion, Virtual School Head for LAC and other key posts to ensure effective joint working as appropriate

All staff are expected to carry out their job in compliance with the Councils Constitution. This means being familiar with the policies and procedures relevant to the job and asking for information and advice if you are unsure of the correct course of action. The Council's Constitution is published on the Internet.

In accordance with Bi-Borough working arrangements, your employment will be with the Royal Borough of Kensington and Chelsea. Under the S113 of the Local Government Act 1972 you may be required to act on behalf of both Bi Borough Councils. This may mean that the location of your employment will vary.

The duties and responsibilities outlined in this job profile are indicative of the role; however they are not exhaustive and may be subject to change. In addition, you will

be required to undertake other reasonable duties as directed by your manager.

I agree to the above job description

Post Holder.....Angela Flahive – Head of Safeguarding.....

Date.....20/07/2020.....

Director / Chief Officer.....

Date.....

3. DIMENSIONS:

(WHERE APPROPRIATE)

Quote figures which give a picture of the job as follows:

(a) Annual budgetary amounts with which the job is either directly or indirectly concerned

(b) Any other statistics relating to the work

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:

Bi Borough Safeguarding in Schools and Education Settings Lead

Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications: Essential: <ul style="list-style-type: none"> • Qualified to Degree or Post Graduate Level • Diploma in Social Work / CQSW or equivalent Desirable: <ul style="list-style-type: none"> •
C	Knowledge & Experience: Essential <ul style="list-style-type: none"> • At least five years' post qualifying experience, with safeguarding and supervisory/lead role responsibilities. • Experience of working in connection with schools and education settings. • Evidence of significant commitment to continuous professional development. • Sound knowledge of Safeguarding /Child Protection legislation, statutory guidance and procedures in relation to schools • Knowledge of safeguarding and safer recruitment/ employment guidance and legislation. • Management of allegations experience, in the promotion of robust safeguarding decisions of practice and processes within an organisation. • Extensive proven experience of working in the field of safeguarding, with some experience within education.

- Experience of quality assurance, data analysis, direct training, policy and practice guidance development in the area of safeguarding.
- Knowledge, understanding and ability to work within relevant national, regional and local guidance and procedures in respect of safeguarding children and young people including the management and sharing of information.
- Knowledge and understanding of the roles of schools and education services in safeguarding children and ability to clearly communicate these to others. This includes an ability to work collaboratively with senior members of school leadership teams and governing bodies and to challenge where necessary.
- Ability to analyse and evaluate the work of schools and other services through audit, data and other means
- The ability to work autonomously and use the authority of the role appropriately; be self-managing and self-motivating with good workload management skills
- Able to manage and prioritise work, work under pressure and able to work quickly to complete tasks.
- To analyse and plan strategically to ensure the work develops to meet changing needs and requirements.
- To be able to negotiate service development issues effectively with senior partners.
- Excellent communication and presentation skills using knowledge and experience of the safeguarding agenda for schools and education settings.
- The ability to write coherent, comprehensive and up to date reports.
- Ability to adapt to new ways of working across a complex professional landscape and to engage others at times of change in maintaining a focus on the protection of children and young people.
- Experience of providing or managing services for children at risk and their families.
- Sound knowledge. of childcare legislation, statutory guidance and procedures, particularly in relation to Child Protection and Looked After Children
- Ability to prepare summary performance reports for Elected Members and/or senior managers
- Ability to supervise, lead and motivate staff from different professional backgrounds.
- Ability to communicate effectively with a range of people both internally and externally using appropriate styles
- Ability to chair complex meetings and understand complex practice and risk management issues and establish and oversee appropriate and detailed action.
- Experience of undertaking audit and quality assurance work

Desirable

- Experience of chairing professional and multi-agency meetings
- Supervisory training and experience
- Ability to manage budgets
- Ability to understand and use statistical information in relation to service performance, targets and performance indicators.
- Ability to use Information Technology tools: Word, e-mail, Spreadsheets, Power Point etc, to communicate, analyse and share critical data, reports and performance information
- Ability to advance service practice and policy, including a capacity to plan and participate in training

Our Values & Behaviours	
D	<p>PUTTING COMMUNITIES FIRST</p> <ul style="list-style-type: none"> We put local people at the heart of decision making in everything we do. We seek to include and involve: all voices matter. We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> I actively involve and include the communities that I serve in my work. I shall reflect the views of the communities in my daily work. I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> I have been included I can see how my views have been taken into account I can see improvements and developments based on my input
E	<p>RESPECT</p> <ul style="list-style-type: none"> We listen to everyone and value the personal experiences of people in our communities and of each other. We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> I adapt my approach to take account of all differences and cultures in the community and with colleagues. I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> I feel my culture and background are respected. I have confidence that action is being taken. I feel I am being treated fairly.
F	<p>INTEGRITY</p> <ul style="list-style-type: none"> We act with openness, honesty, compassion, responsibility and humility. We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> I demonstrate empathy in my interactions with others. I am honest and transparent about the decisions I take. I follow through on the actions I say I will take and take ownership for communicating the outcome.

	<p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	<div style="background-color: #008000; color: white; text-align: center; padding: 5px; border-radius: 10px; margin-bottom: 10px;"> WORKING TOGETHER </div> <ul style="list-style-type: none"> • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.