

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>10PCS</b>	<b>Role Title</b>	<b>Education Safeguarding Advisor</b>
<b>Grade</b>	PS10	<b>Reports to (role title)</b>	<b>Team Manager Education Safeguarding</b>
		<b>Directorate</b>	<b>Children, Families, Learning and Communities</b>
<b>JE Band</b>	371-438	<b>Service</b>	<b>Performance and Quality</b>
		<b>Team</b>	<b>Quality Practice</b>
		<b>Date Role Profile was created</b>	<b>Feb-19</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended

<b>Role Purpose</b> including key outputs	<p>Provide advice on education safeguarding matters and promoting high standards of safeguarding practice in schools, colleges, early years settings and education support services.</p> <p>Promote high standards of safeguarding practice in schools and other settings to support school improvement and effectiveness.</p> <p>Work in partnership with school leaders, managers across the department and others to provide safeguarding advice that is relevant, appropriate, and in line with statutory requirements, departmental policies and best practice.</p> <p>Provide support to LADOs in respect of concerns or allegations against staff in schools, colleges, early years settings and education support provision.</p> <p>Support the Education Safeguarding Manager in providing traded education safeguarding services to schools.</p>
<b>Work Context</b>	<p>The Quality and Performance Division comprises an integrated set of strategic services which support and inform operational services in the department, better engage with our partners and service users and which contribute significantly to our continuous improvement ambitions.</p> <p>The post works with a high level of independence in a team providing advice, consultancy and training to school/setting based staff and multi-agency professional groups. The postholder must develop and maintain good working relationships with education and safeguarding specialists and leadership teams in schools, and possess sufficient authority to challenge as well as support practice.</p> <p>The team supports schools' s157/175 audit responsibilities, collating intelligence from across the sector and planning their targeted work as a result.</p> <p>The team supports the LADO in respect of concerns and allegations about school based staff.</p>
<b>Line management responsibility</b> if applicable	N/A
<b>Budget responsibility</b> if applicable	N/A

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Identify opportunities and risks associated with the service and escalate / report to management.</li> <li>• May undertake the role of expert practice lead, managing highly complex cases and leading consistency and standards of practice in a defined geographical area.</li> <li>• Conduct assessments in complex or high risk circumstances ensuring appropriate actions are taken in response to identified safeguarding/wellbeing issues to increase the protection of vulnerable people.</li> </ul> <p><b>Service Development</b></p> <ul style="list-style-type: none"> <li>• Contribute towards developing professional policy, standards and procedure and / or developing and implementing team plans and monitoring and reviewing of services to enhance quality of service.</li> </ul> <p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Manage the planning and delivery of services and caseload or projects for own area involving some specialist knowledge or assessment.</li> <li>• Contribute to service plans and plan staff resources to maintain operational delivery of services.</li> </ul> <p><b>Finance/Resource Management</b></p> <ul style="list-style-type: none"> <li>• Assist with budget/resource/funding management in accordance with the council policies and procedures.</li> </ul> <p><b>Work with others</b></p> <ul style="list-style-type: none"> <li>• Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors to share knowledge or best practice and ensure quality, integrated service delivery.</li> <li>• Work in partnership with service users, their families/carers.</li> </ul> <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• Manage an operational team or specialised function, and organise deployment of staff and work and/or appropriate support for service users.</li> <li>• Monitor and support the performance management and development of team members, using a coaching approach, to ensure that individual contributions are maximised.</li> </ul> <p><b>Duties for all</b> Values: To uphold the values and behaviours of the organisation. Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Relevant professional qualification and relevant registration where required and experience, or considerable experience of working within the service area.</li> <li>• High level working knowledge of relevant legislation and procedural frameworks and practice standards</li> <li>• Able to plan and carry out specialist assessments and deliver and oversee programmes or packages of care and support.</li> <li>• Ability to manage budgets in accordance with financial procedures.</li> <li>• Proven written and oral communication and interpersonal skills with good negotiation and influencing skills, and the ability to maintain effective working relationships at all levels.</li> <li>• Competent in a range of IT tools including MS Office and database management systems.</li> <li>• High level problem solving skills with the capacity to devise and implement innovative solutions.</li> <li>• Demonstrable experience in successful recruiting, managing, coaching and developing of staff.</li> <li>• Understanding of the principles of confidentiality and information governance and how these apply to social care.</li> <li>• Ability to communicate with compassion and authority in challenging situations and with resistant individuals, be able to effectively engage with people in complex situations both short-term and building relationships over time.</li> <li>• Satisfactory DBS clearance might be required.</li> </ul>

<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>Detailed knowledge of the legislative framework in respect of safeguarding in schools and a proven track record in multi-disciplinary work on safeguarding matters with schools, education settings, social care and other partnership services.</p> <p>Experience of working in child protection</p> <p>Proven experience of effective engagement of partners and strong partnership practice skills.</p> <p>Enhanced DBS clearance.</p> <p>Willingness and ability to travel around county and work outside normal office hours.</p>
<b>Role Summary</b>	<p>Roles at this level manage operational service delivery or are an expert practice lead supporting consistency and standards of practice, in a defined service or geographical area. They will often have key responsibilities in planning resources and procurement and commissioning of cost effective and innovative services. They will require a professional qualification or extensive practical experience. They work with a range of agencies and extended services in various settings, to provide advice and guidance to support the service user group. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. Forward planning could be for months ahead and the role will contribute to longer-term development. They will work largely autonomously with access to guidance from more experienced professionals.</p>