

JOB DESCRIPTION

Job Title: Safeguarding Lead

Salary: Scale PO6

Reporting to: Director of Safeguarding and Well-being

Line Managing Responsibilities: Supervision of Designated Safeguarding Leads (DSLs) assigned by the Director of Safeguarding and Wellbeing

Working with: College and Academy Principals
Designated Safeguarding Leads (DSLs)
Local Authority Designated Officers (LADOs)
Local Authorities (LAs), Local Children's Services Partnership (LCSP) and other external agencies

Main Responsibilities:

To support the Safeguarding and Well-being Scope of Support and enable Designated Safeguarding Leads and Principals, to provide outstanding safeguarding arrangements for pupils and students, as well as support for their mental health and well-being with direction from the Director of Safeguarding and Wellbeing.

Specific Responsibilities:

Operational oversight of safeguarding

1. Reporting to the Director of Safeguarding and Well-being, the OHC&AT Safeguarding Lead will have a comprehensive knowledge and understanding of national frameworks, the most current version of Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children.
2. Support the director of Safeguarding and Well-being to deliver on the Safeguarding and Well-being Scope of Support core offer.
3. Contribute to and support the Director of Safeguarding and Well-being with the OHC&AT safeguarding calendar, chairing meetings as necessary, providing reports, delivering training and other requirements as appropriate.

4. Provide on-going support to the College and Academies to deliver high quality Continuing Professional Development (CPD) on safeguarding; individually and as a whole.
5. Deliver training according to safeguarding policy and the identified needs of OHC&AT and ensure the effective evaluation of impact.
6. Provide supervision to some Designated Safeguarding Leads (DSLs) as assigned by the Director of Safeguarding and Well-being.
7. Ensure regular attendance and attention to own supervision with the Director of Safeguarding and Well-being.
8. Attend necessary, relevant training to keep abreast of safeguarding developments, ensuring timely dissemination of updates.

Risk Management

9. Regular review of the safeguarding risk register, supporting the Director for Safeguarding and Well-being to mitigate risks.
10. Support the College, Academies and safeguarding portfolio holders with single central record (SCR) compliance scrutiny.
11. As required, provide support for staff related internal investigations of safeguarding allegations, with the approval of the Local Authority Designated Officer (LADO) and with support from the HR Team.
12. Under the direction of the Director for Safeguarding and Well-being, audit Safeguarding and Well-being offers termly, providing feedback on policy change and legislative updates, locally and nationally
13. Support with the configuration of case studies to highlight good practice in conjunction with DSLs
14. Assist the Director of Safeguarding of Safeguarding and Well-being with quality assurance checks across OHC&AT, including 'deep dives' into safeguarding reporting systems and triangulation exercises

Culture

15. Continually support College and Academy Principals to develop, monitor and review their specific Contextual Safeguarding and Well-being offer. Ensuring they define a universal entitlement for pupils, students, and families and promote well-being, enabling pupils and students to 'be safe and feel safe'
16. Support the development of skills and knowledge in respect of safeguarding through training, development, coaching, mentoring and active participation in problem-solving and casework
17. Provide advice and support, signposting best practice related to families to promote highly effective partnership working
18. Work in partnership with LAs, LCSPs and other external agencies as appropriate
19. Be a highly self-reflective practitioner who takes responsibility for their own professional development
20. Actively promote the safeguarding and well-being of learners with moderate, severe, profound and multiple learning difficulties and disabilities, some of who

21. Actively promote diversity, equity and inclusion, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.

Safeguarding Lead – OHC&AT

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

	Qualifications and Experience	Priority
1	Level 3 Safeguarding Training	1
2	Designated Safeguarding Lead Qualification Level 3	1
3	Level 2 qualification in English	1
4	Proven professional development on the Mental Capacity Act and contextual safeguarding themes	1
5	At least 3 years experience as a DSL.	1
	Comprehensive knowledge and understanding of national frameworks and the most current version of Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children.	1
7	Experience of working with young people who have barriers to learning or SEND	1
8	Strong interpersonal skills and professional communication appropriate to working with colleagues, professionals from other organisations, parents, carers, advocates and being an ambassador for OHC&AT	1
9	Experience of chairing meetings	1
10	Experience of providing reports for the Director and ESLT, ability to analyse data and key risks and write narrative for the data collected in reports.	1
11	An excellent level of IT skills, must be competent in all Microsoft Office Packages (including; word, excel outlook and	1

Office 365) as well as having a good level of competency in the use of OHC&AT systems for recording safeguarding concerns and to complete relevant training

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| 12 | Knowledge and experience of delivering training, coaching and mentoring | 1 |
| 13 | Knowledge of and demonstrable experience of providing supervision required for DSLs | 1 |
| 14 | Knowledge of quality assurance checking | 1 |
| 15 | Flexible and adaptable to change in the environment of work and ability to manage own time and caseload to good effect | 1 |
| 16 | Knowledge of current educational issues in SEND | 1 |
| 17 | A commitment to promote the Equality and Diversity, Safeguarding and Health and Safety Policies and other OHC&AT policies | 1 |

Other requirements of the post

- Willingness and ability to travel to all locations in OHC&AT as required
- No annual leave to be taken in term time.
- Undertaking other duties as required by the Director of Safeguarding and Wellbeing, and Senior leaders in OHC&AT, which are considered commensurate with the job purpose and grading.
- Attending appropriate training and further develop own CPD.
- Maintaining a professional relationship with other members of the team.
- Maintaining confidentiality at all times.