

Job Description



JOB TITLE: Area Safeguarding Advisor

LOCATION: Worrall or Kroner House

RESPONSIBLE TO: Head of Service – Education Safeguarding Service

SALARY: £46,419.00 – £54,366.90 – TEP Terms and Conditions

HOURS: 37 hours per week

1. Purpose of Job

The Area Safeguarding Advisor has responsibility for delivering the local authority support and oversight of safeguarding arrangements in schools, education services and early years settings at a local level. A vacancy has arisen due to the promotion of a member of the team and the post is one of five that reports to the Head of Service. The key purpose of the job is to ensure that the local authority's safeguarding responsibilities under section 175 of the Education Act 2002 and support, advice and training as required under Section 13 of the Childcare Act 2006 & the EYFS 2017 are carried out in a robust and effective manner. The post holder is also responsible for supporting the wider safeguarding functions of the Local Authority education services, including the working with the Kent Safeguarding Children Multi-agency Partnership (KSCMP). In addition, the post holder is responsible for further developing the commissioned work of the service both in Kent and further afield.

2. Dimensions

- The Area Safeguarding Advisor reports to the Head of Service and as a key post holder will contribute to the strategic development of the service and take the lead on reviewing aspects of child protection policy and procedures where appropriate.
- The post holder will work collaboratively with colleagues within and external to both The Education People and the Children, Young People and Education Services Directorate in line with the principles of Working Together to Safeguard Children (2018). They will provide guidance, information and where appropriate challenge, to Managers, Headteachers and Providers across the disciplines of educational provision in all matters relating to safeguarding practice.
- The post holder will be responsible for representing Local Authority education services on single and multiagency groups and will undertake work emanating from these groups to contribute to the wider learning and practice development for education providers and multiagency colleagues.

- The post holder will be responsible for writing single agency reports for Child Safeguarding Practice Reviews and Domestic Homicide Reviews, researching and analysing the practice of education colleagues in a meaningful way.
- The post holder will also have responsibility for liaising directly with the Press Office and keeping senior managers informed regarding serious complaints of a safeguarding nature that are likely to generate adverse media coverage.
- The Area Safeguarding Advisor will assume responsibility for queries in other Areas/Districts in the absence of colleagues on an agreed duty rota basis.
- The post holder will fulfil the function of investigating officer when commissioned to do so in a disciplinary investigation triggered by an allegation, following a child protection case being concluded and the matter being referred back to the school or employer.
- The post holder will be responsible for undertaking reviews of safeguarding practice within schools when commissioned to do so.
- The post holder will take lead responsibility for training Designated Safeguarding Leads in schools and settings in their area as part of the service core training programme, sharing their comprehensive knowledge of safeguarding and child protection.

3. Principal Accountabilities

1. To carry out agreed actions as identified in the Company and Service Business Plans and to be responsible for maintaining high standards of professional practice and social work ethics. Duties to be carried out within the overall team ethic of the Service that strives to provide consistency and mutual support across the county.
2. To attend, commit to and contribute agenda items or case studies to the whole service and Area Safeguarding Adviser monthly meetings and to attend and support other meetings where appropriate.
3. To liaise with the LADO when appropriate in the event of an allegation being made against a professional who works in an education provision, including schools and settings.
4. To act as safeguarding lead as required by DfE guidance and on behalf of the Local Authority, by providing consultation, support and challenge to schools and settings on all aspects of safeguarding. A key element of this requirement is a commitment to multiagency partnership working that builds trust and confidence with Managers, Headteachers and Principals across the Districts.
5. To contribute to the development, review and delivery of a county wide training strategy that provides appropriate up to date training for Designated Staff and others when commissioned to do so.
6. To respond to formal requests from Ofsted regarding complaints or pre-inspection safeguarding information in a timely fashion and to collate responses for senior manager sign off where appropriate.

7. To maintain a database within the parameters of The Education People policy that records details of all consultations to meet the service KPIs.
8. To engage fully in professional supervision and appraisal process and where appropriate provide informal supervision to support staff. The post holder will take responsibility for personal and professional development and to keep abreast of current child protection thinking and legislative initiatives to evidence ongoing HCPC registration.
9. The post holder may on occasions be delegated tasks that are not specifically referenced in this job description, which in line with The Education People policy will be evaluated and reviewed on an annual basis in conjunction with the post holder as part of the appraisal process.

The post holder must carry out their duties in accordance with The Education People Equal Opportunities and Diversity Policy Statement, the TEP Policies, the Health and Safety Policy and the Service's requirements and standards as outlined in the Specification.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibility appropriate to the grading of the post

Signed (Job Holder

Date

Signed (Line manager)

Date

The Education People Person Specification: Area Safeguarding Advisor (Education)

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS and EXPERIENCE	<ul style="list-style-type: none"> ● A professional Social Work qualification (CSS, CQSW, DipSW) with appropriate post qualifying experience. ● Registration with the Health and Care Professions Council. ● Experience of working within a Child Protection Agency, and an in-depth knowledge of the policy and legislation relating to safeguarding children in regulated activity - specifically education services. ● Experience of working within a politically sensitive environment that requires liaison with the press office in cases of potential adverse media coverage. ● Experience that can demonstrate effective team membership and evidence of ongoing professional development.
ATTITUDES AND ATTRIBUTES REQUIRED	<ul style="list-style-type: none"> ● Ability to communicate effectively both verbally and in writing (including IT skills), with a range of multi agency representatives, PVI staff, education staff, professional colleagues, parents and young people where appropriate. ● Ability to monitor standards, gather evidence and report accurately and objectively on aspects of practice under investigation or subject to audit within established confidentiality parameters. ● Ability to work with minimal supervision and oversight in developing a work pattern that facilitates the effective discharge of duties defined by the post. ● Have a well-developed sense of self-awareness and the ability to reflect on professional practice and developmental needs. ● The ability to plan and deliver training materials effectively to a range of course participants where appropriate. ● Ability to work to the principles of anti oppressive practice when working with partners and users of the service that recognises the rights of the individual to be heard, to be treated fairly and to be afforded opportunities to pursue their potential regardless of their race, age, gender disability or sexual orientation in line with The Education People equal opportunities Policy. ● Ability to challenge the practice of senior staff and Headteachers assertively and objectively in a manner that does not undermine professional working relationships.