

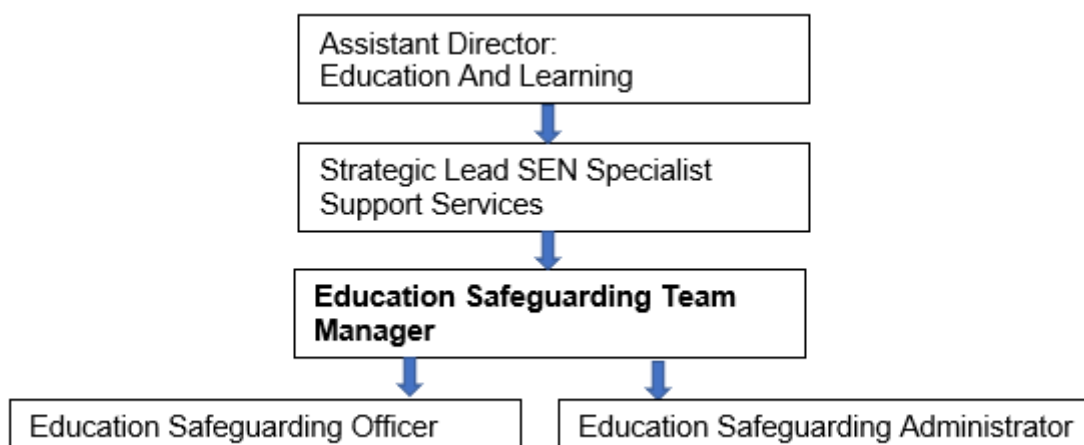
## JOB DESCRIPTION

<b>Job Title:</b>	<b>Education Safeguarding Team Manager</b>		
<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	<b>£48,226 - £53,460</b> plus £729 London Weighting
<b>Section:</b>	<b>Education and Learning</b>	<b>Grade:</b>	<b>BG-E, SCP37-42</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work Style:</b>	<b>Flexible</b>

### Key Objectives of the role

- Advising the Director and the Local Safeguarding Board on matters relevant to the safeguarding and wellbeing of children and young people in schools and ensure the local authority performs its statutory duties in a proactive and timely manner.
- Ensuring that Schools and Governing Bodies have and implement appropriate policies and procedures to safeguard pupils in their care and to ensure their wellbeing
- Work in collaboration with school leaders to develop a borough wide safeguarding approach that evidences best practice in keeping children safe in education
- To effectively manage the Safeguarding Team providing strategic leadership and supervision
- To promote and enable safeguarding, ensuring children and young people, particularly the most vulnerable children reach their full potential

### Designation of post and position within departmental structure



## Daily and monthly responsibilities

- To effectively line manage the team ensuring a consistent approach to continued professional development, performance management and the management of absence in accordance with the policies and procedures of the council and take remedial action where necessary.
- To exercise expertise and leadership within the education service, including schools, regarding the safeguarding of children and young people.
- To ensure that all Bracknell Forest schools are confident and competent with regards to their duties for safeguarding children and young people and that they have robust arrangements in place for dealing with child protection issues that might arise.
- To represent education services and advise at Senior level meetings including Bracknell Forest Safeguarding Board (BFSB), Multi-Agency Public Protection Arrangement Panel (MAPPA), Multi Agency Risk Assessment Conference (MARAC), MACE (Missing & Child Exploitation) and Channel Panel and contribute to any associated subgroups.
- To provide reports for the BFSB, the Department Management Team and Director related to safeguarding and work closely with the Local Authority Designated Officer and MASH team.
- To provide schools with safeguarding updates from national agencies and from the BFSB as well as advising schools on managing media related incidents or concerns.
- To provide safeguarding advisory support for schools and networking/supervision for Designated Safeguarding Leads and Senior Leaders and, in partnership with the LA's HR team to also provide support for schools regarding allegations/concerns about the suitability for an adult to work with children.
- To design and deliver group training to schools and training programmes for child protection designated school staff and to measure its impact (including universal training and DSL training).
- To monitor and audit Section 11 arrangements, school cultures, policies, procedures and record keeping in relation to safeguarding.
- To support schools with writing support plans, and risk assessments either independently or as part of a multi-disciplinary team.
- To design and lead Designated Safeguarding Leads Network meetings for education settings.
- To support the investigation of and response to Ofsted/DfE safeguarding complaints.
- To provide schools with advice and leadership in the event of a Serious Case Review (SCR), or multi agency review and to share learning from SCR locally and nationally.
- Undertake and document regular visits to alternative provision, residential and INMS placements, including out of county provisions to monitor safeguarding standards and ensure the well-being of placed children.

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- To take part in appropriate staff development programmes as necessary, keeping up-to-date with local and national developments in education, legislation, policies and procedures relating to schools, data protection and freedom of information.
  - To generate work according to deadlines without direct instruction and to keep officers advised.
  - To work flexibly in a rapidly changing environment to achieve stated objectives and to promote the service positively and enthusiastically.

### Scope of role

Respond to and support the schools, and other provisions that Bracknell Forest pupils are placed in, in respect of safeguarding of children & young people.

This is a high profile post: the post-holder must be able to work collaboratively with Council Leaders, Head teachers, Governors on behalf of the Council

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	Educated to degree or equivalent level in relevant subject and evidence of continual professional development	Training Qualification  Supervision Qualification
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children and young people and promoting their welfare.</p> <p>Outstanding safeguarding practitioner and experienced manager with a vast range of experience of working with children and young people within a safeguarding role</p> <p>Experience in the provision of safeguarding supervision</p> <p>Breadth of experience of working within school settings with school leaders and an understanding of the education system</p> <p>Significant experience in managing staff who support children and young people for whom there are safeguarding or child protection concerns</p> <p>In depth working knowledge and understanding of Keeping Children Safe in Education and Working Together Guidance</p> <p>Experience of assessing urgent and critical situations and recording to appropriate professional standards</p> <p>Experience of undertaking audits of safeguarding arrangements</p> <p>Experience in developing and delivering training to a range of professionals</p> <p>Ability to effectively challenge schools regarding their safeguarding arrangements</p> <p>Confident in data analysis and data led decision making</p> <p>Excellent communication skills able to meet the requirements and demands of different stakeholders – written, presentational, negotiation and conversational skills.</p>	

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Demonstrable evidence of commitment to roles undertaken and ownership of the outcomes achieved.

Self-motivator who is able to demonstrate high levels of self-discipline and initiative

High standards of professional integrity, whilst being resilient, determined and confident.

Visible, approachable and accessible.

Promoting, leading and delivering strategies to secure value for money, practice improvement and the development of quality child focused interventions

Up to date with latest research findings

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**Work-related  
Personal  
Requirements**

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

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**Other Work  
Requirements**

A satisfactory enhanced Disclosure and Barring Service check.  
This post is exempt from the Rehabilitation of Offenders Act 1974

The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time

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**Role models and  
demonstrates  
the Council's  
values and  
behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

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**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**



EMPLOYER RECOGNITION SCHEME

SILVER AWARD 2024  
Proudly supporting those who serve.



