



Job Profile

JOB TITLE:	Education Safeguarding and Wellbeing Officer
GRADE:	POA
POST NO:	30061
JOB TIER:	6
DBS CHECK:	Enhanced
GROUP:	Education & SEND
SERVICE:	Children's Services

REPORTING STRUCTURE

Reports to:	Head of Education & Lifelong Learning
Direct Reports:	None
Indirect Reports:	Hillingdon Safeguarding Children Partnership

ROLE PURPOSE:

This is an influential post within the Education Improvement & Partnerships Service requiring a specific range of safeguarding knowledge, negotiation, influencing, auditing and signposting skills. The post holder will 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.

It requires a detailed knowledge of working with school and education colleagues and the interface between education and social care professionals. The post holder will work closely with the Head of Education Improvement & Partnerships service, the LADO team,

social care teams as well as safeguarding staff in primary, secondary and further education settings. The role also has specific responsibilities as part of the Hillingdon Safeguarding Children Partnership (HSCP).

A. Job Description

1. People Management

- No line management responsibility

2. Resident & Community Contribution

- To demonstrate understanding of the Council's Customer Care Standards and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first.'
- To work closely and creatively with schools and academies and partner agencies to deliver effective service for children, young people and their families.
- To provide a welcoming "front of house" service to people contacting the Service, ensuring that they are dealt with courteously and effectively, responding to email, postal and telephone enquiries in a courteous, efficient and timely fashion.
- Learn from best practice and lead by example in the development of a customer focused team empowered to continually improve levels of service delivery through innovative and creative approaches to service improvement.
- Commitment to the highest level of service delivery

3. Operational Service Delivery

1. To maintain and develop pathways for provision of safeguarding advice and support to designated safeguarding leads (DSL), head teachers and deputy designated safeguarding leads (DDSL), alongside the Child Protection Lead.
2. To work closely with the education safeguarding team from Hillingdon Children Safeguarding Partnership. To co-chair the education safeguarding sub-group with the Child Protection Lead.
3. To continuously develop safeguarding support systems for DSLs in education, senior leaders and head teachers.
4. To evaluate the effectiveness of safeguarding in education and ensure areas for improvement and development are identified and addressed.
5. To undertake audit activity in schools in relation to the effectiveness of safeguarding practice, feeding back to head teachers, governors, the HSCP 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.

6. To work with the Child Protection lead to deliver CPD to schools, academies and colleges.
7. To promote and support high quality contributions from schools to multi-agency working, alongside the Child Protection Lead.
8. To develop best practice sharing between education settings and to create a range of support resources for schools.
9. To promote a thorough understanding of key safeguarding legalisation, statutory guidance including Keeping Children Safe in Education and the HSCP Threshold guidance alongside the Child Protection lead.
10. To link with HSCP colleagues to ensure that learning from audit is incorporated within cycle of practice learning and improvement.
11. To work with the LADO/ Child Protection Lead to facilitate timely reporting and investigation of appropriate concerns about adult safeguarding conduct in education establishments.
12. To carry out thematic audits commissioned on behalf of HSCP and to participate in the education safeguarding sub-group.
13. To provide timely and comprehensive responses to complaints and concerns raised by regulatory bodies including Ofsted.

4. Service Planning & Development

- To contribute to the continuous improvement of the services of Hillingdon Council
- Ensure services are delivered within any set Service Level Agreements (SLAs) which cover all aspects of service delivery with performance and response levels, and align to the goals of the HSCP.

5. Financial & Resource Management

- To demonstrate cost-consciousness and identify any cost-effective changes to own way of working.

6. Continuous Improvement

- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.
- To monitor individual performance and own productivity against set standards and targets.
- Deliver improvement initiatives and change programmes.

- Ensure quality of output is maintained and issues are resolved effectively.
- Ensure operational services lead to effective delivery of tasks.

7. Contacts

- Internal: All levels of staff, from front line professional staff across social care, health, housing and education up to and including the Director of Planning Environment, Education & Community Services.
- External: Education providers, including schools, academies and colleges, community groups, representatives of London- wide and regional bodies, health, police, voluntary and independent service providers, contractors and other public bodies.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as required by management.

9. KEY PERFORMANCE INDICATORS

- Delivery of agreed targets within PADA
- Delivery against any agreed service levels
- Delivery against performance, productivity and quality targets.
- Delivery against locally targeted educational initiatives for children and young people

B. Person Specification

Education Safeguarding & Wellbeing Officer

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS (list)	ESSENTIAL ✓	DESIRABLE ✓
A professional qualification in education	✓	
Educated to degree level or above	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS (describe)	ESSENTIAL ✓	DESIRABLE ✓
Knowledge of key safeguarding issues impacting upon children's lives, including child exploitation and allegations against professionals and volunteers.	✓	
Knowledge of key legislation and statutory guidance including Keeping Children Safe in Education, Working Together to Safeguard Children 2023, London Safeguarding Children Procedures and the Children Acts 1989 and 2004.	✓	
Inspection and regulatory requirements for safeguarding in education establishments	✓	
Knowledge of the role and function of the Safeguarding Partnership arrangements.		✓
Maintain confidentiality at all times.	✓	
Willingness to take majority of annual leave during school holidays		✓
3. EXPERIENCE (describe)	ESSENTIAL ✓	DESIRABLE ✓
Direct experience of working in an education safeguarding lead role	✓	
Experience of providing safeguarding advice and challenge to senior colleagues in primary, secondary, specialist and FE setting in maintained and MAT and in faith and independent sector	✓	
Experience of working to tight deadlines to achieve SMART objectives.		✓
Experience of responding to complex and confrontational situations in a calm and professional manner.	✓	

Experience of working with internal council services				✓
Delivering customer focused services which are tailored to the needs of individuals.			✓	
Sound judgment with a positive respect for confidentiality and diversity.			✓	
Proven ability to proactively develop effective working relationships with colleagues, partners and other stakeholders, understanding their needs and concerns.			✓	
4. KNOWLEDGE & SKILLS (list)			ESSENTIAL ✓	DESIRABLE ✓
Ability to provide safeguarding advice and support to education establishments and colleagues.			✓	
To have a clear understanding of safeguarding requirements in education establishments			✓	
Good self-organisational skills, able to work independently and as part of a team			✓	
Experience of carrying out audits of safeguarding practice in Education			✓	
A broad knowledge and understanding of social care, Education and health services, and how they can support families			✓	
A good understanding of how to work effectively with other professionals and service providers in a multi-agency environment			✓	
Ability to design, co-ordinate and lead projects on across departments and partners with an education focus that supports safeguarding practice development in schools.			✓	
Effective communication skills			✓	
Good time management skills with the ability to appropriately prioritise and plan own work and work of the team.			✓	
Ability to write high quality reports using qualitative and quantitative data.			✓	
Ability to set up and implement operational and strategic developments to promote robust safeguarding arrangements in			✓	

education settings		
Experience of dealing sensitively with members of the public in a variety of situations	ESSENTIAL	DESIRABLE
Experience in managing high volumes of work effectively and accurately, and to deal with routine matters on own initiative within deadlines.	✓	
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	