



Job Description

PURPOSE OF JOB:

- 1) To provide comprehensive leadership for all areas of safeguarding services to leaders, governors and staff working in federation schools and any other educational settings including associated with the federation including education support services.
- 2) To offer comprehensive challenge, advice, consultation and support to parents and carers and members of the public who are concerned about safeguarding within the federation schools, and to respond to these in line with local safeguarding procedures and to act on these accordingly
- 3) Management responsibility for compliance of federation schools for statutory duties around safeguarding and child protection and in doing so responds and acts on all concerns received in a clear, timely and appropriate manner that promotes positive outcomes for children and young people and ensuring their ongoing safety.
- 4) Management responsibility for ensuring the federation schools and/or settings discharge their duty to provide a quality service to children with a child protection plan and looked after children
- 5) To act as a leader to all federation schools and support complex abuse and joint evaluation meetings and in line with statutory guidance to support the LADO procedures and arrangements.
- 6) To ensure all federation schools are supported with responsibilities in regards to child protection plans and care plans and evidence a thorough knowledge of relevant specialist areas.
- 7) To develop and manage a traded consultation service to provide other federations in relation to child protection and safeguarding responsibilities.
- 8) To provide safeguarding supervision for all safeguarding staff considering the organisation, allocation and re-allocation, as appropriate, of areas of work and the evaluation of activities and working methods.
- 9) To oversee the attendance in all federation schools ensuring all strategies are being used and attendance is challenged and monitored.
- 10) To work alongside the behaviour leads in all federation schools to ensure the right support is offered.
- 11) To take the lead responsibility under Section 175/Section 157 of the Education Act 2002 in ensuring all federation schools are compliant with safeguarding responsibilities.
- 12) Management responsibility for undertaking safeguarding audits of safeguarding standards and practice in all federation schools including scrutiny of self-assessments and subsequent safeguarding work plans and ensure their efficiency over prolonged periods.
- 13) To develop and deliver training courses in regards to child protection and related vulnerabilities to federation staff.

- 14) To carry out quality assurance checks on all safeguarding training provided to all federation schools by external providers.
- 15) Lead responsibility for keeping an up-to-date electronic record of all designated staff in federation schools and their safeguarding training to ensure compliance with safeguarding standards.
- 16) To support all designated safeguarding staff in understanding and involvement in early helps assessments, Children in Need and the child protection assessments.
- 17) To initiate and take forward service developments to improve safeguarding practices within the federation.
- 18) To have direct contact with parents and carers in regards to safeguarding.
- 19) Undertake sexually harmful behaviour assessments for pupils at risk of exhibiting sexually harmful behaviours.
- 20) Deputise for safeguarding staff at Initial Child Protection and Review conferences.
- 21) To respond and manage appropriately, emotional, distressed or agitated designated safeguarding leads in federation schools.
- 22) To respond and manage appropriately, emotional, distressed or agitated delegates attending training.
- 23) To respond and manage appropriately, emotional, distressed or agitated parents/guardians.
- 24) Responsible for policy development to support all federation schools for child protection/safeguarding and associated specialist areas.
- 25) Strategic lead for all aspects of safeguarding and attendance for the trust, maintaining an oversight of the development and implementation of safeguarding and attendance policies across all academies to ensure they are legally compliant and meet our statutory responsibilities.
- 26) Oversee & ensure the appropriate implementation and compliance with statutory duties in relation to the recording and storage of information regarding safeguarding and attendance matters.
- 27) With school DSLs, undertake due diligence activity for any proposed new provider of specialist provision, ensuring all necessary safeguarding checks are completed to ensure safe placement for students.
- 28) Undertake any investigation into staff conduct as required, particularly in relation to breaches of safeguarding.
- 29) In addition, advise and work closely with senior leaders tasked with undertaking investigations in to conduct and behaviour of employees of the Federation.

RESPONSIBILITY LINKS

REPORTS to: COO

SPECIAL CONDITIONS:

1. Full driving licence valid for use in the UK
2. Access to a car
3. Enhanced DBS disclosure is required for this post
4. Ability/willingness to travel from location to location
5. Some working outside normal office hours will be required

MANAGING ACTIVITIES

- 1) To establish effective working relationships with Children's Services, Walsall Safeguarding Partnership, HR Colleagues and other relevant organisations including the Police and locality teams. To ensure the federation has clear links with all relevant agencies.
- 2) To ensure the management of safeguarding systems in all federation schools comply with local and national guidance and procedures and in doing so support in the development of a robust system for child protection and safeguarding including offering advice to parents, members of the public and colleagues across the Children's workforce in Walsall.
- 3) To support the Local Authority Designated Officer in Complex Abuse Strategy meetings/Joint Evaluation meetings when positions of trust are assessed for staff in federation schools in line with the Safeguarding Partnership procedures and Department for Education statutory guidance and advice and ensure appropriate mechanisms are in place to ensure matters are dealt with swiftly and within agreed timescales ensuring any safeguarding matters are complied with by schools leaders.
- 4) To develop, produce and develop a robust training programme for statutory and non statutory training opportunities for all federation staff.
- 5) To provide timely advice and guidance to senior leaders and other designated staff in response to child protection and safeguarding.
- 6) To develop and implement quality assurance and performance management systems regarding the management of safeguarding in all federation schools including action planning for future development and policy change.
- 7) To manage and respond to practice issues, conflicts and dilemmas whilst prioritising the safety of the child (ren) in line with procedures and without delay.
- 8) To produce termly activity and impact report for the governing body and present this report in a clear and concise manner to forums as required including areas for improvements
- 9) To work as part of the leadership team and represent the federation schools in inter-agency or corporate forums, as appropriate.
- 10) To prepare for and participate in local and regional decision making forums.
- 11) To develop and maintain systems to ensure statistical returns and reports are produced as required and to make use of Information Systems including information technology and to undertake training as necessary and share the learning with others in the federation.
- 12) To participate in and contribute to the development of the Safeguarding Partnership procedures within the federation by offering knowledge and expertise regarding safeguarding within the federation.
- 13) To ensure that case recording complies with local policy and national guidance, particularly in respect of data protection and confidentiality.
- 14) To ensure that all work undertaken by all federation schools is in accordance with statutory requirements and Safeguarding Partnership policy and guidelines.
- 15) To ensure safer recruitment practices are in place and in line with ongoing policy development, and support of Safer Recruitment practices across the borough
- 16) To contribute significantly to leadership of school improvement within the federation.

- 17) To develop and contribute to an auditing framework to ensure compliance with local service standards and quality assurance within the federation.
- 18) To research, develop and quality assure guidance and policy using national and local data for safeguarding in all federation schools.
- 19) Ensure that Children and Young People have a voice and that their views and feelings are considered when decisions are being made and promote this ethos across all federation schools.
- 20) Undertake risk assessments for children and young people who are displaying sexually harmful behaviour to support possible S47 enquiries and S17 enquiries.
- 21) Promote fair access to services by challenging discrimination and oppression.
- 22) Ensure meetings are recorded in accordance with departmental standards
- 23) To ensure the requirements of appropriate Child Protection legislation are understood by all federation schools.
- 24) To ensure delivery of services to children, young people, their families and carers, in line with legislation, guidance and local policy and procedures
- 25) To challenge complex decisions relating to social service provision for children, young people and their families within federation schools.
- 26) To influence and negotiate with partner agencies to ensure that best quality services are provided to children and young people within federation schools.
- 27) To manage work in accordance with priorities, ensuring that training and statutory compliance are implemented where required and monitor and review procedures and policies. To ensure that all statutory timescales are met.
- 28) To contribute to the development of an early help practice framework to ensure that all educational, health, and leisure needs of children receiving a service are met.
- 29) To work collaboratively with partner agencies, within children's services and in the voluntary sector to ensure multi-agency assessment, planning, interventions and review are compliant as specific to children and young people within federation schools.
- 30) To attend and participate in Child Protection and Review conferences where necessary to deputise for schools in their absence presenting information and contributing to the decision making.
- 31) To negotiate the provision of external organisations to support the delivery is relevant, compliant and informative.
- 32) To promote effective internal and external communication. Provide leadership, guidance, advice and training to federation schools regarding child protection and looked after children processes.
- 33) To chair, lead and participate in working groups, task groups, to ensure that children, their families and carers are fully involved in the safeguarding processes within federation schools.
- 34) To ensure the requirements of the Early Years foundation stage safeguarding guidance is understood by all federation schools.

35) Any other duties commensurate with the grade and nature of the post.

36) Undertake any reasonable activity relating to school standards as requested by the Chief Operating Officer and Federation Board.

ATTENDANCE

- 1) To commission / deliver training to Attendance Leads, Local Governing Bodies and senior staff; ensure academies have an appropriate programme of training in place for staff; disseminate regular updates.
- 2) To represent the Federation by liaising with external agencies, colleagues and multiagency teams as required.
- 3) To analyse data across the Federation, collating and identifying trends and provide reports for Senior leaders of the Federation, this may include Local Governance.
- 4) To lead networks for Attendance Leads and share good practice across the Federation.
- 5) To support individual case studies as required.
- 6) To maintain a high profile in the Federation and be a key point of contact for Attendance Leads.

MANAGING RESOURCES

- 1) To make decisions to support delegated budgets allocated to the post holder, and to ensure value for money and effectiveness.
- 2) Delivery of service within allocated budget (s) and in compliance with the schools financial and other regulations.
- 3) Apply the principles of "best value" in utilising the resources.
- 4) Maximise the use of alternative sources of funding to enhance the provision of services.
- 5) To ensure that thresholds for service intervention have been met.

MANAGING PEOPLE

- 1) Promote and enforce the federations Health and Safety Policy and maintain safe working practices for self and others.
- 2) To lead and embed H.R. policies in respect of disciplinary, grievance and capability procedures to support the LADO process.
- 3) To lead and be responsible for the guidance, reflective practice and support to designated safeguarding staff involved in assessment work and any other relevant activities within federation schools.
- 4) Management and supervision for all designated staff in federation schools and linking with other staff including those responsible for Children's Services Child Protection Plans and Care Plans.
- 5) To be available to provide casework management and individual support to other staff in the federation schools.

- 6) To regularly review the work of designated staff and local service delivery, initiate new developments and any other changes as appropriate in consultation with the executive head and governing body.
- 7) To be accountable for own progression in career development by learning through training opportunities and both personal and professional developmental opportunities

MANAGING QUALITY

- 1) To take leadership in ensuring that safeguarding is a priority and is planned, developed, monitored and reviewed to meet changing needs and demands with the federation schools.
- 2) To contribute to planning processes for federation schools, and including those that contribute to the meeting of improved outcomes for children,
- 3) Contribute to the establishment of quality standards in services, and user centred services across federation schools
- 4) To use management information systems effectively to drive up the performance and quality of the service by designated staff.
- 5) To ensure that all statutory requirements are met within federation schools
- 6) To undertake regular case audits and ensure that statutory obligations are being met.
- 7) To promote a positive public image of all federation schools and engage with local media.
- 8) To ensure that all parents/carers are aware of, and have access to the complaints/compliments process and ensure the policy conforms to statutory guidance.
- 9) To keep up to date with local services policy, national trends, research, government guidelines and legal issues.
- 10) To ensure that designated staff across the federation schools seek to involve parents/carers and young people in the planning of services and review processes, including actively seeking their views, and their participation.
- 11) To promote and enforce the federation Equal Opportunities policy, and ensure services take account of the cultural, religious and linguistic background of users and meet the relevant Equality Standard.
- 12) Ensure effective operation of ICT systems
- 13) To contribute to the management of sound child care practices and ensure that high professional standards are maintained by all federation schools.
- 14) To monitor plans and records by checking that they meet the identified needs of the child or young person.
- 15) Provide feedback that identifies opportunities for improvement and highlights good practice.
- 16) Follow the dispute resolution process to take action within the authority to resolve matters where a child's human rights are considered to be at risk.

MANAGING INFORMATION

- 1) Prepare reports and maintain all necessary records including computerised records for administrative and statistical purposes

- 2) Contribute to the development and review of information systems in planning and monitoring service activity
- 3) Responsible for the preparation and presentation of safeguarding reports to the Federation Board as appropriate.

The Federation offices are based in Willenhall, Walsall, West Midlands however, the post holder may be required to visit schools on a regular basis to advise school leaders and staff on HR and recruitment issues.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.