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| Job Description | Newham Logo |

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| **Job Title:**  Education Safeguarding Lead  0.5 FTE | **Service Area**:  Education: Learning & Achievement | |
| Directorate:  Children and Young People Directorate | **Post Number:**  10020542 | **Evaluation Number:**  5622 |
| **Grade: PO6** | **Date last updated:**  November 2020 | |

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| **EQUALITY AND DIVERSITY** |
| We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. |
| **PROTECTING OUR STAFF AND SERVICES** |
| Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately. |
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###### Overall Purpose of Job

To ensure that all schools are compliant with statutory safeguarding practices and procedures and that children are kept safe as set out in S175 and S157 of the Education Act 2002 and the statutory guidance *Keeping Children Safe in Education.*

To provide high quality, proactive and innovative safeguarding advice and expertise to education settings. Working with stakeholders and external partners in order to enhance the effectiveness of the London Borough of Newham’s work with schools and other agencies.

To ensure that Safeguarding complaints within education settings in the borough are investigated, reviewed and addressed in a timely and appropriate manner.

###### Job Context

1. The post holder reports to the Head of Learning & Achievement
2. The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet the requirements of the service.

###### Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

* To act as Newham’s Lead for safeguarding within Education, remaining up to date with sector best practice and sharing knowledge and expertise with schools, partners and education providers.
* To investigate and respond to Ofsted safeguarding complaints
* To use their technical safeguarding expertise to advice and support schools including independent schools
* To undertake safeguarding effectiveness reviews as required
* To provide support and robust challenge for schools judged as Requires Improvement or inadequate for safeguarding
* To Lead the delivery of education-specific safeguarding improvement projects, and lead/input into the development of multi-agency improvement projects with the Safeguarding Board, providing regular updates in accordance with project governance requirements.
* To undertake the annual data collection (S11), data collation and analysis, providing an annual written report with recommendations to senior managers.
* To write and present reports as required at Strategic and operation boards and meetings
* To proactively contribute to the work of the Newham Safeguarding Children Partnership (NSCP) and represent education on appropriate teams to include Serious Case Reviews and Rapid Reviews and Child Death Reviews
* To oversee and work with schools to produce reports as contributors to rapid reviews within the Rapid Review and Serious Case Review and Child Death timescales
* To disseminate and communicate the learning from reviews to all schools and establishments to improve safeguarding
* To manage, organise and present at Designated Safeguarding Leads Network meetings
* To lead on out of school unregulated settings (OOSS) providers to improve safeguarding for children in the borough
* To work in partnership with the LADO and Children Social Care as required
* To liaise with key stakeholders including Newham Learning, Newham Partnership Working (NPW), Ofsted, DFE as required
* To represent the LA at key meetings
* Work with NPW to provide advice, and learning opportunities for school governors
* Provide safeguarding information and resources for schools, governors and stake holders through developing and maintaining Newham Connect as a method of communication.

###### Resource Management

* To generate work according to deadlines without direct instruction and to keep the Head of Learning and Achievement notified.
* To work flexibly in a rapidly changing environment to achieve stated objectives and to promote the service positively and enthusiastically.
* 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 be an effective team member of the achievement and learning management team through active participation at team and corporate meetings, sharing best practice and developing effective working relationships.
* To implement Newham Council’s equal opportunities policies fully, and to work actively to overcome and to prevent discrimination in any part of the project.

###### General

* To ensure value for money is being achieved and income generated wherever possible.

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| Personal Specification | Newham Logo |

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| IMPORTANT INFORMATION FOR APPLICANTS The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible. EQUALITY AND DIVERSITY |
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| **CRITERIA** | **METHOD OF ASSESSMENT** |
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| QUALIFICATIONS: |  |
| * Qualified Teacher Status (essential) | Application Form/Interview |
| * Post graduate qualification (desirable) | Application Form/Interview |
| EXPERIENCE: |  |
| * Leadership experience in school or local authority (essential) | Application Form/Interview |
| * Extensive knowledge and experience of safeguarding requirements for schools | Application Form/Interview |
| * Knowledge and experience of school improvement | Application Form/Interview |
| SKILLS AND ABILITIES: |  |
| * Excellent verbal and written communication skills | Application Form/Interview |
| * Ability to demonstrate flexibility to changing circumstances and conflicting priorities, adapting quickly to new work processes. | Application Form/Interview |
| * Ability to organise workload well, and record, collate, store and retrieve a range of information appropriately. | Application Form/Interview |
| * Ability to write clear and concise reports. | Application Form/Interview |
| * Ability to know when it is necessary to seek advice and support | Application Form/Interview |
| * Ability to acquire new knowledge and skills in line with the grade of the post. | Application Form/Interview |
| PERSONAL STYLE AND BEHAVIOUR: |  |
| * Possesses a flexible, pro-active and responsive approach to work. | Application Form/Interview |