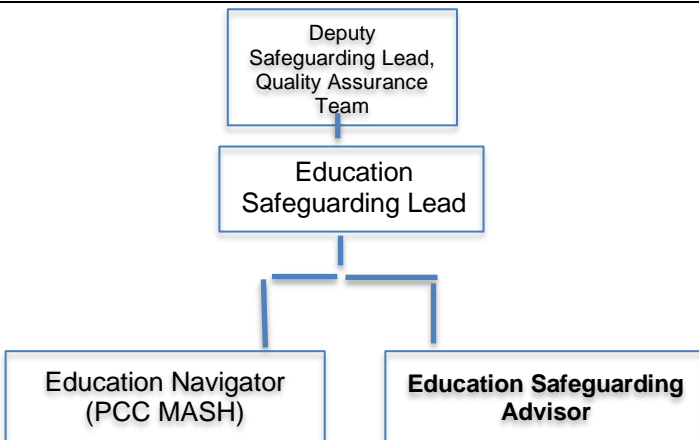


**Job Description**

<b>Department:</b>	Safeguarding & Quality Assurance
<b>Division/Section:</b>	Education Safeguarding Team
<b>Job Title:</b>	Education Safeguarding Advisor
<b>Post No:</b>	015271
<b>Grade:</b>	NJC Grade 11 (37 hrs per week) full time
<b>Reports to:</b>	Education Safeguarding Lead (PCC)
<b>Organisation Chart:</b> Show immediate manager and any jobs reporting to this post.	 <pre> graph TD     A[Deputy Safeguarding Lead, Quality Assurance Team] --&gt; B[Education Safeguarding Lead]     B --&gt; C[Education Navigator (PCC MASH)]     B --&gt; D[Education Safeguarding Advisor]             </pre>
<b>DBS Check applicable?</b>	This post is subject to an Enhanced DBS check with Barred List
	<p><b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b></p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<b>Job Purpose:</b>	The post holder will assist the Education Safeguarding Manager in the provision of an efficient and effective safeguarding support service to Schools, Colleges and other Education establishments in Peterborough to ensure compliance with the requirements of all statutory and non-statutory guidance.

**Main Duties and Responsibilities:**

<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• To support schools, colleges, and other education providers with reviewing their safeguarding practices and procedures, through on site safeguarding reviews/audits, to ensure compliance with statutory requirements and demonstrate best practice.</li> <li>• To complete safeguarding enquiries on behalf of Ofsted.</li> <li>• To support the development and delivery of professional safeguarding training to education establishments including Governors.</li> </ul>
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- To assist in representing Education at inter-agency meetings and groups to support the safeguarding of individual children and young people (MARAC, MACE, CHANNEL as required).
- To assist in, respond to and support with the management of safeguarding or related crises that may arise in schools, colleges, and other educational providers as appropriate.
- To assist with contributing to the development of effective inter-agency working with statutory and voluntary agencies within the Safeguarding Children Partnership Board.
- To support the Education Safeguarding Manager in relation to varying administrative/information gathering tasks in relation to the responsibilities of the Education Safeguarding Team.

### Partnership working

- Support the Education Safeguarding Lead in ensuring multi-agency team working so that knowledge and experience of the resources, legislation, polices and protocols of different agencies within children's services is supported.
- Work in partnership with internal and external partners to improve collaboration, coordination and support, within a multi-agency environment.

### Professional Development and values

- Take responsibility for your own professional development, including keeping up to date with information within the service.
- To establish rapport and a respectful relationship with colleagues and professionals.
- Work in accordance with the Council's Single Equality Strategy, being committed to promoting fairness and equality of opportunity, and celebrating diversity for all people. .
- To carry out all other related professional functions, including the protection of confidentiality, management of finances, record-keeping, and time management, as well as participation in appropriate training and development activities and the Councils equal opportunities policy.

<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<b>Flexibility Clause:</b>	<p>Other duties and responsibilities, express and implied, which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE: 14 Feb 2024**

**COMPLETED BY: Susan Proffitt**

Version: 1	Date Issued: February 2024	Review Date: tbc
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**Person Specification**

**JOB TITLE:** Education Safeguarding Advisor      **POST NO:**

**GRADE:** NJC Grade 11      **DEPARTMENT:** Education Safeguarding Team

**HOURS:** 37hrs per week

**DIVISION:** Education Safeguarding Team      **DIRECTOR:** John Gregg

**DATE:** 14 Feb 24      **COMPLETED BY:** Susan Proffitt

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• All relevant guidance/procedures/protocols relating to safeguarding and child protection – Statutory guidance documents:               <ul style="list-style-type: none"> <li>• Working Together to Safeguard children.</li> <li>• Keeping Children Safe in Education;</li> <li>• Inter-agency Child Protection Procedures for Peterborough and Cambridgeshire and all subsequent protocols and guidance on specialist areas;</li> <li>• Government guidance such as 'What to do if you are worried a child is being abused'</li> </ul> </li> <li>• Legal Framework –               <ul style="list-style-type: none"> <li>• Children Act 1989</li> <li>• Children Act 2004</li> <li>• All relevant Education Acts</li> <li>• Human Rights legislation</li> <li>• Data Protection legislation</li> </ul> </li> <li>• Inspection Frameworks –               <ul style="list-style-type: none"> <li>• Education Inspection Framework</li> <li>• Ofsted School Inspection Handbooks</li> </ul> </li> <li>• Knowledge of current working safeguarding practices within Peterborough Childrens Social Care</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of frameworks for Ofsted inspection – specifically around Safeguarding</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills               <ul style="list-style-type: none"> <li>o The ability to form and maintain positive working relationships with a wide range of people within the organisation, with schools, academies, other education providers and external partners and multi agencies.</li> </ul> </li> <li>• Planning and Organisation               <ul style="list-style-type: none"> <li>o The ability to plan ahead and keep high-priority tasks in focus in the face of other conflicting pressures and priorities.</li> <li>o The ability to solve complex problems and to foresee and take appropriate, corrective action to address potential problems.</li> <li>o Proven ICT skills including Microsoft Office 365, (word.excel.powerpoint, MS teams)</li> <li>o Proven ability in use of virtual platforms,</li> </ul> </li> </ul>	

	<p>Zoom, MS Teams.</p> <ul style="list-style-type: none"> <li>● Communication <ul style="list-style-type: none"> <li>○ Excellent communication skills both written and oral, with proven experience of writing concise reports.</li> </ul> </li> <li>● Ability to carry out supportive and comprehensive safeguarding reviews and investigations. <ul style="list-style-type: none"> <li>○ Ability to risk assess, plan and complete concise documentation which supports the setting with a comprehensive action plan.</li> </ul> </li> <li>● Ability to deliver professional and engaging safeguarding training</li> </ul> <p style="text-align: right;">A,I</p>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● Experience of working within a Safeguarding/Pastoral Team in position of Designated Safeguarding Lead/Deputy within a school/academy setting for at least 2 years <ul style="list-style-type: none"> <li>● A sound/demonstrable knowledge of how schools and colleges operate and how safeguarding can be incorporated.</li> </ul> </li> <li>● Working knowledge of the day to day operation of schools and colleges <ul style="list-style-type: none"> <li>● A sound/demonstrable knowledge of the organisation and management of schools and colleges including the responsibilities of governing bodies.</li> </ul> </li> <li>● Experience of working alongside a wide range of partners to influence them to appropriately share information and intelligence.</li> </ul> <p style="text-align: right;">A, I</p>	<ul style="list-style-type: none"> <li>● Experience of having undertaken a form of auditing/reviews in safeguarding</li> <li>● Experience of having dealt with complaints within an education setting</li> <li>● Experience of having compiled training modules</li> <li>● Experience of having delivered training</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● Key skill Degree or Level 4 / HNC, HND NVQ Level 4 or equivalent, and /or equivalent professional qualification in a related area</li> <li>● Qualified Designated Safeguarding Lead</li> </ul> <p style="text-align: right;">A</p>	Evidence of Continuous Professional Development
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>● Ability to work flexibly – work maybe on site in educational establishments, within Sand Martin House (PCC Offices) or home.</li> </ul> <p style="text-align: right;">A</p>	
<b>EQUALITY</b>	Candidates must demonstrate an understanding of acceptance and commitment to the principles underlying equal opportunities.	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care	

[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]

Version: 1	Date Issued: February 2024	Review Date: tbc
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