



LONDON BOROUGH OF MERTON
CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT
JOB DESCRIPTION

POST TITLE: Safeguarding in Schools Officer

Grade: Soulbury 11-14 + Inner London Allowance

DIVISION/SECTION: Children, Schools and Families / Merton School Improvement

Location: Civic Centre

Responsible to: Head of School Improvement

Responsible for: *deputising for the Head of School Improvement on all safeguarding matters involving schools*

Post number: M3034099

Date: May 2021

1. MAIN PURPOSE

This is a strategic role that builds on existing operational relationships to further develop robust safeguarding pathways between education establishments in the borough and Children's Social Care and the LADO service, and support schools in their direct work with families to prevent escalation.

This is an influential post within Merton School Improvement requiring a specific range of safeguarding knowledge, influencing, auditing and signposting skills

The post holder will be managed by the with the Head of School Improvement, working closely with the Head of Education Inclusion and heads of service and team managers from across both the Education and Early Help division as well as Children's Social Care; safeguarding staff in primary, secondary and further education settings, and Merton Safeguarding Children Partnership (MSCP).

2. MAIN DUTIES AND RESPONSIBILITIES

Main Responsibilities

1. To maintain and develop pathways for provision of safeguarding advice to education safeguarding leads and head teachers.
2. To further develop support systems for safeguarding leads in education and head teachers
3. To deliver training for Designated Safeguarding Leads, and to lead regular forums for school safeguarding leads.
4. To evaluate the effectiveness of safeguarding in education, including by working with other LA officers to carry out reviews of safeguarding processes in schools
5. To facilitate relationships and develop appropriate challenge between Children's Social Care and education establishments.
5. To promote a thorough understanding of thresholds for intervention utilising the suite of tools available, supporting schools to embed these, underpinned by Merton's Effective Support for Families model.
6. To lead on the development of school safeguarding audits, and participate in MSCP audits as required
7. To ensure that learning from the range of audits is translated into workforce learning.
8. To lead on the development of model safeguarding and child protection policies for schools, and the monitoring of their effectiveness
9. To work with the LADO to facilitate timely reporting and investigation of appropriate concerns about adult safeguarding conduct in education establishments.
10. To provide support to MSCP sub-committees as required.

General Duties

1. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the Council.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role.
3. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection
4. Responsible for the evaluation, implementation and compliance with Health and Safety legislation, to ensure safe working practices of all staff, public and contractors in his/her working environment, in accordance with the Council and departmental safety arrangements, policies and codes.
5. Generally promote the services of the department by assisting the public in person or by telephone in a helpful and courteous manner.

6. Carry out all duties in accordance with Merton Council's Equal Opportunities policy with respect to the staff and public, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.



LONDON BOROUGH OF MERTON
CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT
PERSON SPECIFICATION

POST TITLE: Safeguarding in Schools Officer

Grade: Soulbury 11-14 + Inner London Allowance

Date: May 2021

Educated to degree level or above
Social work qualification (desirable)

1. Knowledge

- a) Considerable knowledge and understanding of legislation, statutory frameworks and national policy affecting safeguarding in schools and education services.
- b) Knowledge of child maltreatment and appropriate professional responses.
- c) Sound knowledge of inspection requirements for child protection and looked after children with regard to schools and the broader education sphere.
- d) Sound knowledge of the role and business of Local Safeguarding Children's Boards.

2. Skills

- a) Ability to facilitate challenge to achieve good outcomes for children (in need, in need of protection and looked after)
- b) Ability to provide advice and guidance for schools with regards to all areas of their safeguarding duties
- c) Ability to evaluate all aspects of safeguarding in relation to a school's duties
- d) Ability to devise and use management information to produce high quality reports and improve safeguarding practice
- e) Ability to set up and implement strategy to promote robust safeguarding arrangements in education settings
- f) Ability to incorporate equalities issues within all areas of responsibility.
- g) Ability to design, co-ordinate and lead projects on across departments and partners.
- h) Ability to set and achieve targets within deadlines and monitor own and others performance.

3. *Experience/Training*

- a) Substantial experience of safeguarding in a professional and operational capacity, such as at the level of team manager or senior professional.
- b) Experience of providing safeguarding advice and challenge to senior leaders in primary, secondary and further education settings standing.
- c) Experience of working with allegations against trusted adults working with children, including providing advice to schools with regards to fulfilling their obligations, including working with the LADO.
- d) Experience of carrying out audits of safeguarding practice in education, identifying where improvements need to be secured referencing national frameworks
- e) Experience of producing high quality reports using qualitative and quantitative data.
- f) Good skills in designing and delivering training to a variety of stakeholders across the range of safeguarding topics relevant to schools.

4. *Special Requirements*