

**MIDDLESBROUGH EMPLOYEE**

**JOB DESCRIPTION**

**Post Title:** Safeguarding Information and Compliance Officer

**Grade and Salary Scale:** L SCP 37 - 39

**Department and Service:** Education

**Responsible To:** Director of Education

**Post Ref:** G415

**Purpose of the Post:**

To provide coordinated support, guidance and challenge to schools and partners to ensure that children and young people are effectively supported to remain safe. To support schools in ensuring compliance with National requirements in safeguarding of children and young people. To develop safeguarding knowledge, understanding and procedures to ensure that effective multi-agency working supports the sharing of best practice to keep children and young people safe.

**Duties and Responsibilities:**

1. Ensure schools have effective support and guidance, sharing best practice and ensuring awareness and compliance with current legislation and new developments in safeguarding practice, including website compliance, safeguarding in extended schools activities and work placements.
2. Support school personnel in responding to the needs of children across the continuum from early help assessments through to accessing safeguarding services. Focus on the effectiveness of school support, the responsiveness of early help and preventative work. Provide direct advice/support in contentious issues.
3. Ensuring compliance with Keeping Children Safe in Education and PREVENT, ensuring that update training is provided by schools, supporting schools by sign-posting and reviewing safeguarding training agreements. Ensuring compliance in attendance at training events and maintaining records of nominated teachers for all schools.
4. Acting as a key role within our children’s hub and working with the range of partners within the hub to provide a coordinated service. Develop and maintain excellent working relationships with a broad range of internal and external partners to ensure children are supported at the earliest possible opportunity.
5. Offering challenge to schools and other agencies to ensure the needs of children are met, monitoring school functions including appropriate professional challenge protocols concerning the exchange of information and the levels of appropriate supervision in schools for key safeguarding personnel. Monitoring through e.g. Section 11 audits , CPD audits and record keeping systems best practice.
6. Providing information, advice and guidance to young people and families to ensure that prevention of incidents, reduction of risk and initiatives to help young people to understand and manage risks are well implemented. Ensure the voice of children, young people and families contributes to strategic planning and delivery.
7. Liaison and co-ordination with a range of partners to ensure safeguarding procedures are effective and efficient e.g. Early Help / CP, Attendance/CME officers, VEMT, LADO, voluntary sector agencies including substance misuse services, police and mental health and ensuring procedures run smoothly between agencies to the benefit of pupils.
8. Gate-keeping for communication with schools, ensuring that the important information is received and understood.
9. Analysing safeguarding data and ensuring themes are actioned leading to improvement and efficiency in service delivery.
10. Producing up-to–date action plans, guidance and policy working with partner agencies as part of the wider strategic vision for safeguarding services for children.
11. Attendance at a range of groups / boards locally and regionally to ensure information sharing and decision making is appropriate to ensure children are well protected e.g. safeguarding implementation groups, MSCB, FAIR.
12. Supporting elected members in their role as corporate parent and as champion for the child to ensure that Middlesbrough children are well supported to stay safe.

**Corporate Responsibilities:**

* In accordance with the Equality Act 2010 where a post holder is disabled, Middlesbrough Council will make every reasonable effort to supply the necessary employment aids, equipment or adaptations to enable employees to perform the full duties of the job.
* All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to employment issues and service delivery, and adhere to the policies of the Council relating to these issues in the performance of their duties.
* All employees are expected to respect all confidentialities and principles and practices of the Data protection Act.
* All employees are required to comply with Health and Safety policies and legislation.
* Middlesbrough Council is committed to continuous organisational employee development. The employee is required to participate fully in all initiatives which facilitate continuous improvement in both service quality and employee development and performance, including Investors in People.
* The above duties and responsibilities cannot totally encompass or define all tasks which may be required of the employee. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.

MIDDLESBROUGH EMPLOYEE

PERSON SPECIFICATION

Middlesbrough Employee Competency Framework forms part of the overall strategy for achieving the Council’s Vision, Purpose and Values. It defines the competencies expected of all Middlesbrough Employees. The framework defines the effective core competencies that all staff across the Council are expected to demonstrate in their day to day work regardless of their specific role.

For the purposes of recruitment you will only be assessed against the criterion which are marked as essential/desirable under Section 1, and the competency indicators marked with an X under Section 2, both shown below.

The Council is committed to the employment and career development of disabled people and Care Leavers. Applicants who identify themselves on the relevant section of the application form as having a disability under the Equality Act 2010, or have identified themselves as a Care leaver, and have supplied the name and contact details of their Young Person’s Advisor will be automatically guaranteed an interview providing they meet all the essential criteria.

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| **Section 1**  | **Essential****X** | **Desirable****X** |
| **QUALIFICATIONS:**  |  |  |
| 1. Educated to degree level in Education or Children’s social care or with relevant alternative qualifications or experience (appropriate to post concerned).
 | **X** |  |
| 1. Social work qualification.
 | **X** |  |
| **KNOWLEDGE & EXPERIENCE**  |  |  |
| 1. Knowledge of safeguarding requirements and legislation especially procedures relevant to schools and educational settings
 | **X** |  |
| 1. Experience of working in educational settings
 | **X** |  |
| 1. Experience of working with children and families particularly around safeguarding issues
 | **X** |  |
| 1. Experience of successful joint working with partner organisations.
 | **X** |  |
| 1. Experience of thinking creatively and laterally in order to identify creative solutions to potential conflict and competing priorities.
 | **X** |  |
| 1. Experience of delivering quality assurance and performance management.
 | **X** |  |

**Middlesbrough Employee Competencies**

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| **Section 2: Competency Indicators** |
| **Adapting to Change***Continuously seeks out opportunities to create positive change, is responsive to, and helps others in understanding change.* | Selection Criteria(Mark X) |
| Work effectively in complex, ambiguous, rapidly changing environments. | **X** |
| Present well thought through proposals regarding efficiencies and continuous improvement. |  |
| Positively influences others to understand change and overcome their fears. |  |
| Remove barriers to change in others. |  |
| Identify key stakeholders (colleagues, customers, strategic partners) and builds commitment to change. |  |

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| **Accountability and Responsibility.***Values responsibility and takes ownership for outcomes within own areas of work and encouraging others to do the same.* | Selection Criteria(Mark X) |
| Understand how your objectives contribute towards the goals and objectives of the Council. |  |
| Assist others in planning their time and resources in order to successfully manage their workload. | **X** |
| Anticipate any potential threats to achieving your objectives – actively takes steps to rectify / overcome. |  |

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| **Working Collaboratively***Recognising the contribution of others and taking responsibility for positively managing working relationships, offering help and compromise where appropriate to achieve positive outcomes.* | Selection Criteria(Mark X) |
| Proactively seek to build relationships with external bodies and multi-agency partnerships to achieve Council objectives. | **X** |
| Motivate and inspire others. |  |
| Seek to resolve conflict between others, acting appropriately to address friction and tension. |  |
| Make others aware of individuals’ contributions. |  |
| See developing and coaching others as part of your job. |  |

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| **Delivering the Right Results***Understanding the bigger picture, prioritising activities to achieve results and deadlines.* | Selection Criteria(Mark X) |
| Actively seek new, efficient and effective ways of doing things. |  |
| Give feedback to others regarding accuracy and attention to detail, rectifying issues and concerns before they impact the department. | **X** |
| Understand the impact that your actions have on other areas of the organisation and mitigates where possible. |  |
| React to financial drivers / indicators within your team.  |  |

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| **Thinking Critically and Acting Decisively***Asks challenging questions and sees the bigger picture. Plans, organises and makes intelligent decisions taking into account all relevant information and resources.* | Selection Criteria(Mark X) |
| Offer solutions to complex problems thinking through options, consequences and steps along the way when making decisions |  |
| Identify and manage risks appropriate to your role. | **X** |
| Demonstrate an understanding of the broader organisational issues and how these impact on the task at hand. |  |
| Seek to improve policies and procedures, challenging best practice and protocols as appropriate. |  |

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| **Communicating and Influencing Effectively***Communicates with clarity and conviction, using appropriate means to gain support, commitment and understanding.* | Selection Criteria(Mark X) |
| Use advanced tools and techniques to enhance communication e.g. reading and responding to body language. |  |
| Share information with the broader organization e.g. during project meetings. |  |
| Influence the broader organisation, seeks to gain commitment |  |
| Demonstrate a thorough understanding of others’ positions, influences others where necessary to achieve objectives. | **X** |

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| **Technical, Professional & Functional***Specific technical, professional and functional skills required to perform to the expected standard within a job role.* | Selection Criteria(Mark X) |
| Identify specific areas for your technical / professional skills development. | **X** |
| Exceed your professional standards and act as a role model for new qualified staff. |  |
| Contributes to the development of professional standards. |  |

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| **Customer***Identifies and handles the requirements of customers appropriately and in a timely manner.* | Selection Criteria(Mark X) |
| Analyse the quality and standard of service offered, constantly striving to improve learning from previous experiences. | **X** |
| Look for opportunities to improve the quality of the customer service. |  |
| Look for opportunities to embed a customer focused culture. |  |
| Anticipate customer needs, putting plans in place to minimise customer issues. |  |