Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title: MASH Education Liaison Officer** | **Director/Service/Sector** Education and Skills Service, Virtual School | **Office Use** |
| **Grade:** Band 7 | **Workplace:** Foundry House, Bedlington/ County Hall Morpeth | JE ref: 3356HRMS ref: |
| **Responsible to:** Schools’ Safeguarding and Wellbeing Team Manager | **Date:** January 2018 | **Manager Level:** |
| **Job Purpose:** The multi-agency safeguarding hub (MASH) deals with referrals from professionals and members of the public who have concerns about a child’s welfare and safety. iI makes the process of dealing with referrals swifter and more effective by improving the way the local authority, health, education, police and other colleagues share information. It also includes closer working with a range of other off site agencies including probation, youth offending, the voluntary sector and schools/academies/education settings, who are key partners in this process.The MASH Education Liaison Officer will:* take a lead role in ensuring that those services and schools/academies/education settings provide information in a timely and appropriate way to facilitate the decision-making process regarding children who are at immediate risk of harm;
* Attend strategy meetings and contribute to the decision-making process where appropriate
* deliver training and provide guidance to schools/academies/education settings in relation to safeguarding procedures and good practice to support the MASH process.
* challenge local authority education services and Designated Safeguarding Leads in schools to ensure compliance with the procedures and standards of the Northumberland Safeguarding Children Board;
* monitor safeguarding standards in education settings to ensure compliance with statutory and local requirements;
* source and collate case information from relevant teams within the Education & Skills Service
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| **Resources** | Staff | N/A |
| Finance | The post holder will not be responsible for a budget. |
| Physical | The post involves the handling and processing pupil level data (electronic and paper), where accuracy, confidentiality and maintenance of security are essential. |
| Clients | Schools/academies/education settings, children’s services, health, police, other LA services and partner agencies. |
| **Duties and key result areas:**1. To undertake work in accordance with legislation, guidance and protocols and have a clear understanding of how the role contributes and adds value to safeguarding and outcomes for children and their families.
2. To provide guidance to schools/academies/education settings in relation to safeguarding procedures, and good practice.
3. To lead on the development and delivery of training to schools/academies/education settings in relation to their responsibilities under safeguarding procedures. and how the MASH integrates with the process.
4. To lead on preparations for external scrutiny of the Education & Skills Service for external scrutiny, for example Ofsted social care inspection, Joint Targeted Area Inspections.
5. To provide, when appropriate, supervision to Headteachers and Designated Safeguarding Leads to cope with the significant emotional demands and responsibility of child protection.
6. Maintain a constructive relationship with a broad range of internal and external stakeholders and specifically with schools/academies, early years provision, alternative providers and services within the Education and Skills Service to ensure safeguarding referrals are responded to swiftly and are effectively signposted.
7. To monitor and report on the outcome of referrals to the MASH and to senior managers and the Director of Children’s Services.
8. Record, interpret and present education information and issues that can impact on the risks or needs assessment of the child/young person.
9. To present clearly and confidently, significant information (from an education perspective) to a wide range of professionals, ensuring the most relevant information is shared allowing the correct decisions are made.
10. Monitor the quality and effectiveness of information shared by education services including schools/academies and other settings through sample audits and produce termly reports to the Schools’ Safeguarding Wellbeing Team Manager and Virtual School Head teacher.
11. Provide support and challenge to professionals in education to support improvement.
12. To provide regular updates to education settings, including training, to maintain best practice across all establishments and therefore ensuring the best outcomes for children and young people in partnership with the Schools’ Safeguarding and Wellbeing team manager
13. Contribute to the local authority’s responsibility for keeping children and young people safe by promoting good safeguarding practice in safe environments for children and young people to learn and by modelling best practice for school staff.
14. Take responsibility for own CPD.
15. Adhere to the rules, procedures and the Code of Conduct of the County Council.
16. Undertake other duties commensurate with the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. |
| **Work Arrangements** |
| Transport requirements:Working patterns:Working conditions: | Travel to a range of locations around Northumberland as required37 hours per week. Flexible working hours apply. Agile working is supported The post is based at Foundry House, Bedlington/ County Hall Morpeth |

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**PERSON SPECIFICATION**

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| **Post Title:**  MASH Education Liaison Officer | **Director/Service/Sector:** | Ref: 3356 |
| **Essential** | **Desirable** | **Assess****by** |
| **Knowledge and Qualifications** |
| Relevant professional qualification in education, health, social work or other related field equivalent to Level 5.Up-to-date knowledge understanding of the education system and relevant legislation relating to safeguarding and child protection in education settings.Up-to-date understanding of the key issues and relevant theoretical background relating to children’s safeguarding and thresholds.Understanding of safeguarding.Knowledge of partner agencies.Knowledge of IT systems.Knowledge of child development. | Additional post qualification award in health, social work or other related fieldExperience of working in a local authority MASH. |  |
| **Experience** |
| Minimum 2 years’ experience of working with education settings, where safeguarding was a significant part of the position heldExperience of implementing Child Protection and Safeguarding Policies and procedures, including statutory guidance Keeping Children Safe in Education and Working Together to Safeguard Children.Experience of team working.Experience of making decisions under pressure. | Experience as a school designated safeguarding lead |  |
| **Skills and competencies** |
| Well developed analytical skills.Ability to write informed and concise reports.Ability to articulate views in multi-agency meetings.Ability to work under pressure, meet deadlines and have strategies to cope with stress.Ability to engage and challenge education settings.Ability to work creatively and independently to achieve better outcomes for children and young people.Ability to work flexibly and prioritise workload.Ability to form positive relationships with service users and colleagues. Ability to communicate effectively both verbally and in writing with children/young people families and other professionals.Good organisational skills.Ability to operate effectively as a member of a team/network.Ability to operate systems and procedures effectively.IT skills appropriate to the needs of the post. |  |  |
| **Physical, mental and emotional demands** |
| To be able to meet the transport demands of the postTo be able to accommodate changes in work pattern at short noticeFlexible approach to the hours of working to meet service needs. |  |  |
| **Other** |
| To be committed to developing resources, services and good practice for children, young people and families.To be committed to developing a high standard of service.To be committed to meeting the needs of children and young people through collaboration with colleagues and other professional services.The ability to listen and understand the needs of children/ young people and families.Well-presented reason for application. |  |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits