Newcastle City Council

Job Description

Division: Children's Social Care

Post Title: Newcastle Safeguarding Children Partnership (NSCP) Co-ordinator AA2899

Evaluation: 633 Points **Grade: N10**

Responsible to: Service Manager, CSSU

Responsible for: N/A

Job Purpose: To lead on NSCP strategic objectives for the co-ordination of safeguarding and child protection arrangements in Newcastle and to ensure that they are robust and effective, in accordance with statutory requirements, national and local standards and guidance.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Coordinate the work of the Newcastle Safeguarding Children Partnership working closely with Newcastle Safeguarding Partners in meeting the statutory functions, business and service objectives in relation to safeguarding and protecting children in Newcastle.

2. Support and challenge partners on behalf of the Safeguarding Partners and wider NSCP in delivering effective child protection and safeguarding arrangements and services.

3. Ensure the NSCP develops and maintains effective relationships with all key stake holders, including schools, partners, parents, carers and children and young people.

4. Notify Ofsted of relevant serious incidents ensuring that relevant Government agencies are briefed accordingly.

5. Commission and manage local Child Safeguarding Practice Reviews and take a lead on the child death review process for Newcastle and represent the NSCP on the North and South of Tyne Child Death Overview Panel.

6. Lead on local Learning Reviews as required and undertake regular multi-agency learning from practice audits.

7. Maintain and update the NSCP multi-agency safeguarding procedures and oversee the NSCP multi-agency training programme.

8. Manage license applications on behalf of NSCP as the Responsible Authority for the protection of children from harm under the Licensing Act 2003.

9. Provide detailed safeguarding expertise, support, advice and guidance to NSCP organisations, lead officers and safeguarding champions, including the safeguarding Adviser for school improvement, and the voluntary sector.

10. Represent Newcastle Safeguarding Children Partnership nationally and locally at meetings and safeguarding networks as appropriate; contribute to the development of joint working across the region.

11. Contribute to internal and external safeguarding reviews and inspections; manage projects and undertake pieces of work on behalf of NSCP.

12. To account for expenditure of the budget to the NSCP independent chairperson who is the budget holder and contribute to the setting budgets as required.

13. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.