

Job Description and Person Specification

Job Title

Job Details	
Grade	Grade 7
Service	Children's Services
Location	One Friargate, Coventry
Job Evaluation Code	1023497

Coventry City Council Values
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
To develop, deliver and sustain a support, challenge and advisory service that enables all education providers across Coventry City to fully deliver their child safeguarding responsibilities at all levels of practice

Main Duties & Key Accountabilities
To be an effective conduit for information sharing and service development across Children's Services and Education.
To lead on the development and delivery of a comprehensive and robust safeguarding training programme that meets the needs of Designated Safeguarding Leads (DSLs), Head Teachers, teaching and non-teaching staff and governors. Providers include early-years settings, schools, colleges and independent providers including faith establishments other local authorities.
To represent children's services and education in multi-agency fora including those related to Safeguarding, Child Protection and Child Exploitation.
To lead on Safeguarding in Education: • Policy development and implementation • Training professionals including senior managers in schools/colleges and Early Help as well as other Safeguarding leads • Producing reports for the CSCP and associated sub groups • Managing the trade for the income from Partner Agencies • Advice, guidance and support with the Safeguarding agenda to schools/colleges and Early Help professionals • Maintain a Case Management File system. Devise a process to ensure that queries are dealt with within a specific timescale to confirm intelligence is centrally located and transparent. • Quality assure training delivered within the service. • Devise and deliver a variety of training packages which include new, current, local and national themes and good practice guidance. • Deliver Training • Complete safeguarding audits for education establishments and advise on improvements in safeguarding practice • As necessary devise bespoke safeguarding and child protection training to establishments to Human Resources April 2020 use as a whole schools training sessions or specific staff. • Liaise with other professionals at the Local Authority to share intelligence about education settings in order to provide a targeted and joined-up approach to school improvement • Participate in LA auditing process on behalf of education such as, Care Planning, Thresholds and Missing/Return Home Interviews, in conjunction with the CSCP Effectiveness and Quality Sub Group committee • Devise new working initiatives for LA, Schools, Early Years, Health and Primary Care Trusts, Social Care, Police, YOT and LAC services. • Coordinate and provide the CSCP with evidence that may be required and where necessary attend Serious Case Reviews and any other forums required. • Collate historical case data and write chronologies for the education perspective in regard to CSCP Safeguarding Practice Reviews. • Continue with Professional Development to ensure knowledge is current and up to date.
Any other duties and responsibilities within the range of the salary grade

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Key Relationships

External:	Schools and education providers for children 0-18 years as well as multi agency colleagues who support on education safeguarding practice as needed.	Internal:	Colleagues across children's services and education services including multi agency professionals as well as colleagues across CSCP.
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Standard Information
Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for
Sessional trainers as needed.

Person Specification	
Requirements	
Knowledge	An in-depth technical and working knowledge of current safeguarding law, policy, procedures and best practice across Children’s Services and Education
Knowledge	Ability to work within and develop policy and practice guidance and have a working knowledge and understanding of safeguarding priorities in education and in response to unregulated provisions
Knowledge	Of schools/early years/colleges and education in general
Knowledge	Knowledge and understanding of the role and functions of the Local Safeguarding Partnership

Skills And Ability	Skilled in the management of financial resources to achieve objectives
Skills And Ability	Excellent written and verbal communication including the ability to prepare and present reports and communicate with senior leaders, staff/service users at all levels
Skills And Ability	Ability to devise and deliver training sessions, presentations, meetings and workshops
Skills And Ability	Time management skills with the flexibility to adapt to changing workloads and demands
Skills And Ability	To engage Head teachers, Governors, colleagues and partners in safeguarding
Skills And Ability	Advise, support and challenge the performance of schools, early years settings and colleges in respect of their safeguarding policies and practice
Skills And Ability	Ability to analyse complex situation and advise appropriately
Experience	Experience in an education setting working with 0-18 year olds
Experience	Of managing a team including undertaking supervision and appraisal
Experience	Of IT systems to gather, analyse and present information
Experience	Of audit and/quality assurance process in a service context
Experience	Experience of budget responsibilities
Experience	Of delivering training to a range of professionals
Experience	Of safeguarding practice and working with professionals in safeguarding children and young people
Qualification	Educated to degree level (minimum)
Qualification	Experienced professionally qualified (teacher)
Qualification	Experience working as a Designated Safeguarding Lead or similar
Special Requirements	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Declaration			
Reviewed/Created By:	Fiona Roche		
Job Title:	Risk Management Coordinator – Service Manager, Quality Assurance Service, Children’s Services	Date:	14.11.2025