

JOB DESCRIPTION

Job Title	Education Safeguarding /Governance/HR Lead		
Directorate	Education		
Reporting to			
Grade	9		
Evaluation ref:	AG1262	Job Family ref:	
Role Purpose			
You should demonstrate a commitment to our four key values – Customer Focus, Can Do Attitude, Collaboration and Care and Respect. More information can be found on the final page.			
Accountabilities			
Lead Professional Acts as lead professional in situations where their subject specialism makes them best placed to coordinate the work of others, particularly in relation to interventions where safeguarding is of concern but below the threshold for the LADO or the implementation of an interim executive board or resolution of complex HR matters. Providing advice, information and/or guidance) Raises the level of understanding and competence across the system in their area of specialism by developing the capabilities of leaders in relation to issues arising and coaching others on creating positive cultures of challenge and support in organisations. Training and development Proactively briefs and trains leaders in conjunction with colleagues responsible for the CPD programme. Assessing schools and settings Oversees, commissions or conducts reviews of practice and policy in schools or settings, drawing on evidence about what makes effective practice and statutory guidance, identifying areas for improvement and support schools or settings to plan their response to findings.			

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Work with stakeholders

Works with schools, chains and multi-academy trusts to coordinate a shared understanding of what good looks like and act collaboratively to share common messages across the system.

Project supervision

Leads projects designed to review, establish or improve the standards and guidance set for the county in the area of specialism. Manages projects designed to raise the quality of governance, safeguarding or HR within the county, in line with priorities.

Collection and manipulation of data

Develops and maintains records that build a picture of capability and capacity within the county, and contributes to the overall qualitative and quantitative understanding of schools and settings developed within the wider team.

Use of professional skills

Codifies clear processes and practice for key activities and provides direct support as needed to enable others to deliver, specifically and as appropriate in relation to single central record keeping, clerking, maintaining ratios, use of data for monitoring.

Internal networks

Develops and maintains strong working relationships across boundaries, understanding the roles and specialisms of others and working proactively to clarify and strengthen working relationships over time, particularly with colleagues responsible for health and safety, social inclusion, early years sufficiency, curriculum and early development and property condition.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Specialist knowledge and skill in the relevant area (School Safeguarding, Early Years Safeguarding, School Governance or School HR)	x	
Credible knowledge of the education sector and ability to engage knowledgeably with senior leaders across any phase of education 0-19	x	

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Understanding of the policy, statutory and regulatory environment for education generally, and in depth in relation to the area of expertise	x	
Experience		
Experience working with schools or settings providing safeguarding advice with the impact of raising performance.	x	
Experience leading multi-disciplinary project teams and/or working collaboratively with specialists from different fields to deliver improved outcomes for pupils, schools or settings.	x	
Experience delivering training and development for practitioners	x	
Management experience and ability to direct operational teams		x
Active participation in national networks of practitioners and experts		x
Experience of social work and/ or early help		x
Qualifications / Registrations / Certifications		
Relevant degree or comparable equivalent work-related experience	x	
Up to date training in statutory requirements for schools and settings relevant to the role	x	
Skills		
Ability to work independently and at pace on agreed programmes of work	x	
Track record in creating clear, accessible and usable guidance and resources that help practitioners to improve their understanding and practice.	x	

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Ability to persuade and influence	x	
Working Conditions		
Dimensions of the role		
The aim is to establish a three-year rolling programme of learning and development for school and trust-based practitioners. These roles would be instrumental in setting and reviewing this programme.		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		
Corporate Accountabilities		
Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise. Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		

Date: