**Manchester City Council Role Profile**

**Safeguarding, Training and Supervision Lead, Grade 9**

**Safeguarding and Community Education Service, Children’s and Education Directorate**

**Reports to: Statutory Lead for Safeguarding and Community Education**

**Job Family: People Care and Support Indirect**

**Key Role Descriptors:**

The role holder will be responsible for the safe delivery of care or people support functions, ensuring the discharge of statutory responsibilities and the provision of a high quality standard of service which promotes the wellbeing of individuals and groups within the community.

The role holder will effectively lead, manage and motivate a team of professional practitioners to develop a skilled and confident workforce which meets the needs of the service and Manchester residents.

The role holder will work in collaboration with partners and key stakeholders to develop effective partnerships and greater coordinated working with other services and organisations to ensure a positive contribution to the development and delivery of care and support priorities for the city.

**Key Role Accountabilities:**

Provide strong management direction and motivate team members through effective performance management and co-ordination to maintain continuous improvement in order to meet service priorities.

The role holder will provide professional consultation, support and guidance for team members and colleagues to assist in decision making and approve specific decisions in the management of cases.

Manage safeguarding risk and quality assurance effectively within the context of an agreed framework, policies, procedures and statutory responsibilities within a multi professional environment.

Work closely with key stakeholders to gather data intelligence in order to identify care needs and priorities to develop sustainable, customer focused service and implementation plans.

Proactively identify and support the implementation of change and improvements in service provision to improve care and support opportunities and outcomes for Manchester residents.

Monitor budgets in accordance with City Council policies and procedures to achieve financial targets and forecast resource requirements as appropriate.

The role holder will be expected to effectively co-ordinate resources to support the principals of ‘joined up’ communication and to ensure efficiencies are achieved.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications

**Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio:**

The Safeguarding and Community Education team sits within Schools QA in the Education department. The team carry out crucial work, both strategically and operationally, to promote the safeguarding, wellbeing and educational achievement of children.

The team follows up on safeguarding concerns, offers guidance and advice, ensures that safeguarding policies and procedures are up-to-date, delivers safeguarding training, facilitates networks e.g. for school designated safeguarding leads, Early Years Providers. Any concerns are shared with the relevant SSQA or partner if follow up action/escalation of concerns is required.

This team fulfils the local authority responsibility to promote community education through its monitoring of out of school settings, such as supplementary schools to ensure that safeguarding is effective.

This team has strategic responsibility for ensuring that Elective Home Education (EHE) is suitable and engagement with home educating communities. Any concerns are escalated appropriately both internally and with multi-agency partners.

The postholder will use their knowledge and experience as a qualified social worker to ensure that the safeguarding and community education teams can effectively carry out their roles in supporting schools and families to manage risks safely and follow statutory guidance, including multi-agency arrangements, when supporting children and young people.

The post holder must have up to date knowledge of safeguarding statutory duty as well as Prevent guidance. They will be confident of KCSIE and ‘Working Together’ 2023 guidance. They will contribute to the quality assurance of safeguarding in schools and settings, including safeguarding reviews to ensure compliance with statutory safeguarding duty.

Working closely with the Statutory Lead for Safeguarding, they will ensure that schools and settings have the right knowledge and resources to create an effective culture of safeguarding. The postholder will be responsible for co-ordinating and delivering safeguarding training and guidance for schools and settings, working collaboratively with partners to create content that ensures training is rooted in local context, compliant with legislation and government guidance and ensures strong safeguarding practice.

The post holder will provide supervision for schools where support needs are identified to gain assurance of safeguarding practice, as well as ensuring that these settings engage appropriately with statutory partners. Where themes emerge, these will be developed into briefings for schools, settings and partners as part of promoting an effective safeguarding culture. They will follow up swiftly where learning is identified, including when responding to safeguarding concerns and will be responsive when colleagues from education or social care identify practice or issues that require escalation with social care, education or other partners.

**Key Behaviours, Skills and Technical Requirements**

# Our Manchester Behaviours

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

# General Skills

* **People Management:** Is able to inspire individuals to give their best to achieve a desired result and maintains effective relationships with individuals and the team as a whole, to ensure that the team is equipped to achieve objectives set according to the overall business need.
* **Communication skills:** Speaks fluently, expresses opinions, information and key points of an argument clearly, makes presentations and undertakes public speaking with skill and confidence. Writes convincingly and clearly, succinctly and correctly, avoids the unnecessary use of jargon or complicated language; writes in a well structured and logical way and structures information to meet the needs and understanding of the intended audience.
* **Problem solving and decision making:** Ability to formulate independently a range of options for new or unfamiliar situations and to select the appropriate course of action to produce a logical, practical and acceptable solution. An ability to make independent decisions of a relatively uniform nature. Strong decision making skills with the ability to resolve complex issues in a pressurised environment.
* **Planning and Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
* **Analytical skills:** Ability to identify patterns and trends that may impact on decisions and propose realistic conclusions identifying the risks and any assumptions made.
* **Strategic Thinking:** Ability to identify best practice and analyse trends and patterns to develop ideas for the strategy of the service. Understands adjustments to strategy and helps others to adjust plans accordingly.
* **Creative skills**: Ability to find creative solutions where there are no existing parameters or procedural framework.

# Technical Requirements (Role Specific)

* Must hold a recognised Social Work qualification