



**Job Title: Head of Safeguarding - Health, Children & Families**

**Salary: NJC starting at £58,985**

**Accountable to: CEO**

Our ambition is for IFtL to be the best Trust; one that is compassionate and caring with strong foundations, tackling poverty and reducing inequalities within a secure and engaging culture. Indeed, this new post, Head of Safeguarding - Health, Children & Families, will ensure all aspects of vulnerability come under the leadership of a single post. It will be the key driver on ensuring the safeguarding of children and adults, providing leadership of all areas inclusive of neglect, the Mental Health Capacity Act, Prevent and other more complex themes such as domestic abuse. The post holder will be the accountable officer for our multi-agency safeguarding arrangements, work across a broad range of organisational boundaries, leading relationships externally and seek to influence the local, regional and national safeguarding developments.

**Job purpose:**

The post holder will be required to ensure that the IFtL staff and contracted staff are all up to date with Safeguarding training, providing leadership and safeguarding supervision to the Designated Safeguarding Leads and the participation in the Safeguarding partnership arrangements across Milton Keynes and Northamptonshire. The post holder will act as a point of expertise, work collaboratively with school leaders and within our Governance structures and will be accountable for all statutory aspects and safeguarding & child/ adult protection being met.

Additionally, and in line with the Green Paper, the post holder will be responsible for the strategic development of services aligned to our levelling up agenda; leading a diverse range of people/teams fundamental to transforming how we support children and families at the highest level – a ‘family first approach’, recognising that family is fundamental to our Safeguarding package. Indeed, providing leadership in the realms of, but not exclusive to social care, health, mental health, early help, children in care, learning disabilities and aspect of education and inclusion. The successful candidate will create and embed an early intervention service, delivering effective resource in the right place at the right time.

The successful candidate will also lead this within IFtL, linking the development of people to our learning platform. Thus ensuring that staff throughout the organisation have the skills and expertise to offer outstanding practice as well as enhancing their own learning and career opportunities with us.

The journey is fast paced, exciting and forward thinking. This senior strategic leadership role will require passion, experience and expertise in driving forward our agenda, setting a new strategy for the Trust that delivers on its core mission. Now is a perfect and exciting time to join us, lead our transformation and be a pivotal part of the team. The post will report to the CEO. This will help

strengthen our championing of safeguarding and social work practice, ensuring a strong connection and line of sight from strategic leaders to those on the front line.

## **Key Responsibilities**

The Head of Safeguarding - Health, Children & Families will work with the CEO and Executive Team to ensure that IFtL is compliant with the statutory safeguarding and child/ adult protection requirements through:

- Working within the strategic objectives, the post holder will devise, implement, and monitor the strategy. Evaluate, interpret and locally implement best practice using an evidence-based approach
- Working with the Safeguarding Partners across Milton Keynes & Northamptonshire and ensuring engagement with all Local Authority Safeguarding Leads
- Work collaboratively and build strong relationships with the MASH team to ensure risks are identified and addressed at the earliest opportunity
- Ensure that in all multi-agency safeguarding arrangements education is included as a statutory partner
- Respond to any local or national requirements. The post holder will be central to the ongoing development of external relations and will seek to influence the local, regional and national safeguarding developments
- Provide strong leadership and ensure the development of the safeguarding teams within IFtL
- Provide leadership in the safe commissioning of effective health services related to safeguarding and protection
- Provide leadership and effective partnership working with internal and external individuals and agencies
- To provide expert advice and support about highly complex and unique safeguarding cases which do not have obvious solutions
- To be a source of expertise for the multi-agency network in relation to safeguarding processes and in highly complex and highly distressing cases
- To be a member of various boards that require strategic input in relation to safeguarding and child/ adult protection
- Lead the development and delivery of the safeguarding governance arrangements to meet internal, external and regulatory requirements and ensure they are embedded in practice
- To work collaboratively with colleagues and providers of services to ensure that effective arrangements are in place to meet IFtL obligations under current and future relevant legislation pertinent to safeguarding children and vulnerable adults
- To communicate at a senior level with a variety of individuals and organisations on matters relating to strategic direction and policy interpretation and implementation
- To communicate the highly sensitive and complex findings from serious case reviews and critical incident reviews to staff and managers up to and including IFtL's Governing Body level
- Owning the Trust QA Framework and emergent DSL standards framework
- To deliver an effective safeguarding supervision programme
- To work with designated and specialist practitioners in all aspects of their work ensuring strong work plans are in place, regularly reviewed and that delivery against objectives are monitored
- To influence and lead on safeguarding governance within IFtL ensuring the arrangements are robust, fit for purpose and meeting statutory requirements as a minimum expectation
- To ensure that IFtL's programmes of work have sufficient safeguarding input and oversight.
- Take the lead in the coordination of training and development and recruitment activity across the Directorate and beyond as required

- To ensure the provision of regular, accurate and timely reports to boards, governing bodies and sub committees on safeguarding as required
- Promote consistency across all school safeguarding teams and ensure that critical decision making is never made in isolation and teams' wellbeing is supported
- To develop and influence policy and strategy based on learning from internal and external reviews, audits and evidence
- To inform the commissioning of effective health services related to adults and children with a particular focus on safeguarding and child/ adult protection
- Create a family first approach, working closely with Social Care ensuring responsive, respectful and effective support for all children and their families across the Trust
- Support the creation of a Family Help Team to meet neighbourhood needs based on needs assessment and feedback for families
- Increase the quality and consistency of Family Help by using the best evidenced-based interventions to realise these outcomes
- To drive policy change within safeguarding and child/ adult protection and ensure all policies within this area are current, in line with legislation and recommendations and are embedded in practice across all areas of IFtL
- To advise and collaborate closely with the HR Manager in response to any concerns highlighted within the safer-recruitment process and to strategically lead and respond to any allegations about adults with a focus on those which meet LADO thresholds.
- With the HR Manager, act on concerns about a person who may have behaved inappropriately when working or volunteering with children and young people, or if information has been received that may constitute an allegation and ensure due process is followed including LADO referrals and low-level concern protocols
- With the HR Manager, investigate and support resolution of high-level parental complaints to the Trust (related to safeguarding and child protection or allegations against staff)
- Follow and support deliverance of the procedures for managing allegations against people who work with children, for example, those in a position of trust, including volunteers.
- Where appropriate, work with children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:
  - behaved in a way that has harmed, or may have harmed, a child
  - possibly committed a criminal offence against children, or related to a child
  - behaved towards a child or children in a way that indicates he or she is unsuitable to work with children.
- Monitor and maintain an overview of cases to ensure they are dealt with as quickly as possible in a fair and thorough process.
- To be a part of disciplinary processes and panels where required and make relevant referrals for example, to the Teaching Regulations Agency and/ or Disclosure and Barring Service.
- Work with the wider system to recognise the ambitious missions of loving relationships, quality education, a decent home, fulfilling work and good health as essential to the foundation of a good life
- Foster and support the embedding of a culture within the Trust and across all Trust schools that values and prioritises wellbeing and mental health awareness
- Actively promote good work life balance across the Trust schools

## **Accountabilities**

- Accountable to the CEO and Trustees
- Day-to-day management and supervision of the safeguarding team within IFtL

- Working with the Safeguarding Partners across Milton Keynes & Northamptonshire and ensuring engagement with all Local Authority Safeguarding Leads
- Work collaboratively and build strong relationships with the MASH teams in Northamptonshire and Milton Keynes to ensure risks, trends and patterns are identified and addressed at the earliest opportunity
- To lead and co-ordinate a safeguarding service to support IFtL, providers and place-based partners
- To Chair effective multi-agency boards, sub-groups and networks in the planning and delivery of services as directed
- To manage the safeguarding budgets.

## **Operational**

- This is a strategic role, but the post holder may, from time to time, be asked to pick up operational matters with partners across the Trust which may necessitate visits to sites outside of the office base
- The post holder will be expected to maintain their own professional registration and decide for any ongoing clinical practice relevant to or required for revalidation purposes.

## **Information Management**

- Ensure the team and post holder work within Information Governance and data protection requirements
- Works closely with the Head of Performance or equivalent

## **Research and Innovation**

- Undertake research as required to support the monitoring of safeguarding activity within commissioned services and the implementation of evidence-based practice across the Trust and within provider organisations.
- Use national and local research findings to drive improvement
- Identify potential areas for IFtL research/innovation
- Undertakes surveys as necessary to own work

## **Planning and Organisation**

- Accountable for developing and owning the System and Children's Strategy and working with the team to ensure this is delivered
- Development of a plan for the delivery of directorate objectives including identifying interdependencies, managing risks, modelling the potential impact on the team and building in contingencies where necessary

## **Policy Development**

- Work with minimal supervision to independently lead the development of strategy, policy and procedures associated with all aspects of the safeguarding children's agendas including but not limited to PREVENT, equality, Safeguards, quality, safety, and sustainability; while taking account of equality, diversity, and experience for the directorate and for the wider organisation and using these when commissioning services from providers.
- Responsible for accessing and interpreting guidance and legislation and the subsequent development of Trust policies and procedures to support this.

## **Financial**

- Work with other senior team members
- To manage a delegated budget and, in the absence of the executive director, manage the safeguarding team and other required directorate budgets. In addition, to act as an authorised signatory
- Participate in the IFTL procurement process including the review of bid submission documentation relevant to the role.

## **Freedom to Act**

- Work with minimal supervision to independently lead the development of strategy, policy and procedures associated with quality, safety, equality and diversity experience for the directorate and for the wider organisation.
- Use the above strategy, policy etc. to support the development of staff objectives.

## **Knowledge & Skills**

- Advanced specialist knowledge in safeguarding of both adults and children
- Advanced knowledge of the relationship between the Department of Health and Social care, NHS England/Improvement, regulatory bodies such as CQC and individual providers and commissioning organisations in relation to safeguarding assurance
- In-depth knowledge of statutory and non-statutory safeguarding requirements
- Ability to work independently on own initiative and to organise own workload whilst delegating appropriately
- , Adaptability, flexibility and the ability to cope with uncertainty and change.
- Ability to work under pressure and to tight, often changing deadlines
- Ability to problem solve and to respond to sudden, unexpected demands
- Ability to be decisive and to consult with others when appropriate, to ensure safe decision making
- Resilient and possess the ability to cope with large volumes of sensitive, complex, confidential, and emotive information on a regular basis
- Maintain continuous professional registration in accordance with the requirement of the appropriate regulatory body, ensuring renewal is on time
- Participate in regular clinical and managerial supervision where required by your professional body.

## **Other**

- To follow the Government/ IFTL Safeguarding and child/ adult protection procedures. To ensure that children's safety and wellbeing is never compromised
- To carry out any other reasonable duties as requested by the CEO and executive team
- To exemplify and uphold the Trust's vision, values and ethos at all times particularly with regards to children's wellbeing and emotional development and safety
- To fully adhere and comply with all Trust policies
- To work in a co-operative and polite manner with all stakeholders.
- To work with children in a courteous, positive, caring, and responsible manner at all times

- To demonstrate a keen interest and involvement in all aspects of IFtL
- To take an active and positive role in the Trust's school's commitment to the continuous development of staff, and annual review procedures.

The Head of Safeguarding - Health, Children & Families, may be asked by the Trust to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description is current, but following consultation with you, may be changed by the CEO to reflect or anticipate changes in the post which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.**

**All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

**Head of Safeguarding - Health, Children & Families**  
**PERSON SPECIFICATION**

	<b>Esse ntial</b>	<b>Desira ble</b>	<b>Evaluated: AF: Application Form I: Interview P: Presentation</b>
<b>QUALIFICATIONS</b>			
Qualified Teacher Status		<b>X</b>	<b>AF</b>
Degree or equivalent	<b>X</b>		<b>AF</b>
Higher Degree		<b>X</b>	<b>AF</b>
<b>EXPERIENCE</b>			
Successful high level experience of working strategically, devising, implementing and monitoring Safeguarding Strategy	<b>X</b>		<b>AF, I, P</b>
Considerable experience and evidence of links with Safeguarding partners and Social Care across the local Authorities	<b>X</b>		<b>AF, I, P</b>
An ability to demonstrate the highest-level skills in Safeguarding to develop and promote a Safeguarding package across the Trust	<b>X</b>		<b>AF, I</b>
Successful experience in the leadership and development of safeguarding teams including DSLs	<b>X</b>		<b>AF, I, P</b>
A full understanding of KCSIE and statutory requirements with an awareness of recent and future developments	<b>X</b>		<b>AF, I, P</b>
An awareness of recent national initiatives aimed at raising Safeguarding awareness achievement and school improvement strategies	<b>X</b>		<b>AF, I, P</b>
Experience of working with and supporting community initiatives, parent association groups and working parties	<b>X</b>		<b>AF, I</b>
Experience of reporting to and accountable to the most senior levels within an organisation	<b>X</b>		<b>AF, I, P</b>
Understanding of and commitment to promoting and safeguarding the welfare of pupils and staff	<b>X</b>		<b>AF, I, P</b>
Financial management of budgets	<b>X</b>		<b>AF, I</b>
<b>LEADERSHIP QUALITIES</b>			

An ability to establish positive working relationships with colleagues and pupils	<b>X</b>		<b>AF, I, P</b>
High level of initiative, self-awareness and interpersonal leadership skills	<b>X</b>		<b>AF, I, P</b>
Ability to work strategically and collaboratively with the Trust, SLT and Schools	<b>X</b>		<b>AF, I, P</b>
Understanding of effective budget planning and resource deployment	<b>X</b>		<b>AF, I, P</b>
Experience of performance management and supporting the continuing professional development of colleagues	<b>X</b>		<b>AF, I</b>
Successful involvement in staff recruitment, appointment/induction		<b>X</b>	<b>AF, I</b>
Initiate and manage strategic and continued improvement.	<b>X</b>		<b>AF, I, P</b>
<b>SELF MANAGEMENT SKILLS</b>			
Proven ability to sustain and develop strategies to improve outcomes for children	<b>X</b>		<b>AF, I, P</b>
Chair meetings effectively		<b>X</b>	<b>AF, I</b>
<b>PERSONAL QUALITIES</b>			
Enthusiastic, honest, reliable, inspirational, resilient and empathetic	<b>X</b>		<b>AF, I, P</b>
A firm commitment to Equal Opportunities	<b>X</b>		<b>AF, I</b>
Committed to staff and pupil Wellbeing	<b>X</b>		<b>AF, I</b>
Demonstrate enjoyment of working with children and adults	<b>X</b>		<b>AF, I, P</b>
Excellent communication and interpersonal skills	<b>X</b>		<b>AF, I, P</b>
Ability to remain positive and enthusiastic when working under pressure.	<b>X</b>		<b>AF, I,P</b>
Meeting deadlines and managing own time effectively	<b>X</b>		<b>AF, I,P</b>
Confidence and commitment to direct, delegate, develop and inspire	<b>X</b>		<b>AF, I</b>
Ability to build and maintain good relationships	<b>X</b>		<b>AF, I,P</b>
Committed to personal CPD	<b>X</b>		<b>AF, I,P</b>