

Kent County Council

Job Description: *LADO and Education Safeguarding Advisor*

Directorate:	Children, Young People and Education
Unit/Section:	LADO Education Safeguarding Advisory Service (LESAS) within the Safeguarding, Professional Standards and Quality Assurance Unit
Grade:	KSJ
Responsible to:	LADO and Education Safeguarding Manager

Purpose of the Job:

The role involves undertaking statutory duties to ensure local authority designated officer functions are delivered. Primarily this involves managing the process when an allegation is made against a member of the children's workforce in Kent. In doing so, there is an expectation the role will provide oversight of safeguarding arrangements in schools, education services and early years settings at a local level. The postholder will be working to the local authority's safeguarding responsibilities under section 175 of the Education Act 2002 and support, advice and training as required under Section 13 of the Childcare Act 2006 & the EYFS 2026 are carried out to best affect.

The role sits within the Safeguarding, Quality Assurance and Professional Standards Unit and there will be consistent expectation for the postholder to undertake quality assurance activities such as promoting the Kent's Practice Framework, auditing, being part of the child outcome analysis and supporting wider workforce staff development.

In addition, there will be an expectation to support the services traded activity providing training, consultation and completion of commission works as required.

Main duties and responsibilities:

- The postholder reports to the LADO and Education Safeguarding Manager and will contribute to the strategic development of the service and wider Practice framework and safeguarding policy and procedures where appropriate.
- The post holder will work collaboratively with colleagues both within and external to the Directorate in line with the principles of Working Together to Safeguard Children to inform, provide guidance and where appropriate challenge, to managers and employers across the disciplines of the children's workforce.
- The post holder will be responsible for representing the Safeguarding Unit within single/multi-agency audit teams, working groups and Child Outcome Analysis (COA's) work streams as appropriate and to contribute to the wider learning and practice development for education providers and multiagency colleagues as well as ICS (the children integrated workforce). This will include working on Quality Assurance Frameworks (QAFs) which relate to in house children's homes / supported accommodation and family hubs, as examples.

- The post holder will work with colleagues in an outreach model, seeking to develop positive relationships with schools and settings for children in their area and ensure that partner agencies are aware of the products on offer from LESAS.
- The post holder will also have responsibility for liaising directly with the Press Office and keeping senior managers informed regarding serious allegations against staff that are likely to generate adverse media coverage.
- The post holder will regularly undertake a systemic review of safeguarding concerns analyzing referrals, queries, complaints, Ofsted data and any other pertinent information to support profile analysis to inform targeted and preventive intervention for those providers identified as needing safeguarding support.
- The post holder will be responsible for undertaking reviews of safeguarding practice within schools and other education settings when directed to do so. The post holder will also be required to complete learning reviews as directed
- The post holder will take lead responsibility for training Designated Safeguarding Leads in schools and settings, sharing their comprehensive knowledge of safeguarding and child protection.
- The post holder will carry out agreed actions as identified in the Safeguarding Unit Business Plan and to be responsible for maintaining high standards of professional practice and social work ethics.
- The post holder will provide the initial point of contact for managers within the Kent children's workforce when an allegation of abuse has been made against a member of staff and be responsible for coordinating the LA response to ensure the safety and protection of the child is maintained in line with the expectations of the LADO function. This will also require work with the employer to ensure their duty of care to the member of staff is also considered.
- To work collaboratively with managers and personnel colleagues in all agencies as appropriate, in managing the aftermath of a serious child protection incident involving an allegation against a member of staff.
- To act as a designated officer as required by DfE guidance, providing consultation, support and challenge where appropriate to employers on safe working practice. This will include advice on assessing risk and suitability when an employee's own children come to the attention of the statutory agencies, or the partner of a professional is convicted of an offence against a child. A key element of this requirement is a commitment to partnership working that builds trust and confidence with employers across the workforce.
- To contribute to the delivery of a county wide training strategy that provides appropriate up to date training on managing allegations and safeguarding for Designated Staff, Early Years providers and others when commissioned to do so.
- To respond to formal requests from Ofsted regarding complaints or pre-inspection safeguarding information promptly. This may include requests for care standards inspection of residential special schools situated in Kent.
- To maintain data input and monitoring within the parameters of KCC policy that records details of liaison with schools and Early Years providers, consultations, allegations

against staff and outcomes from investigations. Data to be presented in an annual report to Senior Managers and partnerships that can be used to collate statistics for DfE purposes.

- To engage fully in professional supervision and appraisal processes and where appropriate provide line-management and supervision to support staff in line with KCC policy.
- Post holder to take responsibility for personal and professional development of current child protection thinking and legislative initiatives to evidence ongoing Social Work England registration.
- The post holder may on occasions be delegated tasks that are not specifically referenced in this job description, which in line with KCC policy will be evaluated and reviewed on an annual basis in conjunction with the post holder as part of the appraisal process.
- To act as safeguarding lead as required by DfE guidance and on behalf of the Local Authority, by providing consultation, support and challenge to schools and settings on all aspects of safeguarding. A key element of this requirement is a commitment to multiagency partnership working that builds trust and confidence with Managers, Headteachers and senior leaders and partners across the districts.
- To engage fully in professional supervision and appraisal processes and where appropriate provide informal supervision to support staff. The post holder will take responsibility for personal and professional development and to keep abreast of current child protection thinking and legislative initiatives to evidence ongoing Social Work England registration.
- The post holder must carry out their duties in accordance with the KCC Equal Opportunities and Diversity Policy Statement, the Safeguarding Unit Policies, the Health and Safety Policy and the Service's requirements and standards.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *LADO and Education Safeguarding Advisor*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	• A professional Social Work qualification (CSS, CQSW, DipSW or degree or alternative accepted by Social Work England) with proven substantial experience • Registration with Social Work England • A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.
EXPERIENCE	• Proven substantial experience working within a Child Protection Agency, and an in-depth knowledge of the policy and legislation relating to safeguarding children in regulated activity - specifically education services. • Experience of working within a politically sensitive environment that requires liaison with the press office in cases of potential adverse media coverage. • Experience that can demonstrate effective team membership and evidence of ongoing professional development.
SKILLS AND ABILITIES	• Ability to communicate effectively both verbally and in writing (including IT skills), with a range of multi agency representatives, PVI staff, education staff, professional colleagues, parents and young people where appropriate. • Ability to monitor standards, gather evidence and report accurately and objectively on aspects of practice under investigation or subject to audit within established confidentiality parameters. • Ability to work with minimal supervision and oversight in developing a work pattern that facilitates the effective discharge of duties defined by the post. • Have a well-developed sense of self-awareness and the ability to reflect on professional practice and developmental needs. • The ability to plan and deliver training materials effectively to a range of course participants where appropriate. • Ability to work to the principles of anti oppressive practice when working with partners and users of the service that recognises the rights of the individual to be heard, to be treated fairly and to be afforded opportunities to pursue their potential regardless of their race, age, gender disability or sexual orientation in line with KCC equal opportunities Policy. • Ability to challenge practice assertively in a manner that does not undermine professional working relationships.

**KENT VALUES AND
CULTURAL
ATTRIBUTES**

Kent Values:

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making

Organisational responsibilities

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent

- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.

