

# Kent County Council

## Job Description: Education Safeguarding Assistant

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Education Safeguarding Service (ESS)</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>ESS, Training and Development Manager</b>

### **Purpose of the Job:**

To assist the Area Safeguarding Advisors (ASA) who work as the Safeguarding Lead Professional for education services across the county and beyond. The ASAs have responsibility for delivering the local authority support and oversight of safeguarding arrangements in schools, education services and early years settings at a local level as required by Section 11 of the Children Act 2004, Section 175 of the Education Act 2002 and Section 13 of the Childcare Act 2006 and accompanying statutory guidance.

The post holder will also be responsible for helping schools, colleges and early years settings meet their statutory requirements under the above legislation and will supporting the wider safeguarding functions of education services, including the work of Kent Safeguarding Children Multiagency Partnership and multiagency working where appropriate.

### **Main duties and responsibilities:**

- To carry out agreed actions as identified in the Education Safeguarding Service Business Plan and to be responsible for maintaining high standards of professional practice and the ethics expected of social care professionals. Duties to be carried out within the overall service ethic that strives to provide consistency and outstanding education safeguarding practice across the county and beyond.
- To support the Area Safeguarding Advisors in the discharge of their responsibilities by providing advice on general procedural enquiries, support and challenge where appropriate to schools and settings on all aspects of safeguarding or as defined by the Head of Service and the job role.
- To develop good working relationships with staff including key personnel in schools, colleges and early years settings and other agencies, including Integrated Children's Services, in the spirit of working together to safeguard children.
- To contribute to the development, review and delivery of a county wide training strategy for education services that provides effective up to date training for Designated Safeguarding Leads/staff and other staff in schools, settings and services.
- To develop and deliver bespoke safeguarding training in line with current local and national guidance which provides effective training for staff working in schools, settings and services.

- To contribute to the development and review of aspects of child protection policy and procedures and under the supervision of the Training and Development Manager.
- To develop resources and other related products to support and develop effective safeguarding practice in staff in schools, settings and services under the supervision of the Training and Development Manager.
- To carry out safeguarding reviews in early years settings and provide advice and recommendations to early years managers.
- To respond to formal requests from Ofsted regarding complaints made by members of the public about safeguarding practice in schools and to collate responses for sign off by senior managers.
- To maintain written records in line with the expected protocols of the Education Safeguarding Service and the wider The Education People company which enables data to be presented that outline safeguarding activity.
- The post holder may on occasions be delegated tasks that are not specifically referenced in this job description, which in line with company policy will be evaluated and reviewed on an annual basis in conjunction with the post holder as part of the appraisal process.

Footnote: This job description is provided to assist the job holder to know what his/her 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: Education Safeguarding Assistant

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Good basic education and attendance on internal or external courses or training related to social care, childcare or education.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working in a safeguarding role, including within public service and/or within an education setting.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to be flexible and willingness to travel over a wide geographical area at different times of the day.</li><li>• Ability to work with minimal supervision and oversight in developing a work pattern that facilitates the effective discharge of duties defined by the post.</li><li>• Excellent interpersonal skills and able to communicate effectively both verbally and in writing with a range of multiagency representatives, PVI staff, education staff, professional colleagues, parents/carers and young people where appropriate.</li><li>• Have a well-developed sense of self-awareness and the ability to reflect on professional practice and developmental needs, including an understanding of confidentiality and the sensitive nature of safeguarding.</li><li>• The ability to deliver and assist with training (in person and remotely) and undertake the planning of safeguarding training materials effectively to communicate with a range of course participants.</li><li>• 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</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Working knowledge of at least one piece of legislation/guidance related to children and/or education, most notably Children Acts 1989 &amp; 2004, Education Act 2002 and Childcare Act 2006, Working Together to Safeguarding Children 2018 and Keeping Children Safe in Education 2023.</li><li>• IT skills with a comprehensive working knowledge of Microsoft Office packages particularly Outlook, Word, Excel and PowerPoint.</li></ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li></ul>

- 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