

JOB DESCRIPTION

Head of Safeguarding

Reporting to:	Executive Head (Children & Families)
Starting Salary:	From £56,770 per annum (TCES Salary Band 3)
Location:	Wimbledon, with travel across London sites
Contract and hours:	Permanent, full-time

Job Purpose

To act as Company Designated Safeguarding Lead (DSL), providing guidance and direction to all levels of the organisation, including School DSL's and directing external agencies to make sure processes are followed effectively and appropriately. They will directly link our processes to legislation and Keeping Children Safe in Education – building on the foundations that pupil attendance and stakeholder engagement have a positive impact on the welfare of vulnerable young people. They will lead on the delivery of the TCES Families and Schools working Together programme (FAST), as well as the coordination of the TCES Complaints Process, monitoring investigation & response timeframes, reviewing, identifying themes and implement changes.

Main duties and responsibilities

Safeguarding & Social Work

Act as Company Designated Safeguarding Lead.

Provide case management Supervision to Social Workers, Designated Safeguarding Leads and Assistant Heads (for Inclusion).

Ensure that the organisation is fulfilling its responsibilities to safeguard children and young people at both a national and local guidance level.

Support Heads with the management of low-level concerns and/or allegations against staff.

Liaise with statutory agencies on individual cases in an urgent situation and/or where this is requested by the local DSL or where more senior intervention is required.

Lead in auditing all safeguarding and child protection processes across the organisation.

Ensure that all safeguarding and child protection matters, complaints, cause for concerns and notifiable incidents are recorded in a timely way and to the highest standards.

Support the Clinical and Inclusion teams in relation to the impact of social care issues on attendance & behaviour.

Work with our Designated Teachers to promote and support the needs of our care experienced pupils.

Support all aspects of practice in relation to positive handling and the use of safety interventions where required.

Provide expert level knowledge, leadership and professional advice in relation to safeguarding across TCES, using lessons learnt from national and local Child Safeguarding Practice Reviews, best practice evidence and research.

Lead the development of TCES' strategy regarding all aspects of safeguarding, working with key internal and external stakeholders to promote a comprehensive and cohesive approach to safeguarding across the organisation, and to oversee that expected safeguarding standards are implemented, met and maintained across the organisation.

Ensure that TCES' policies related to safeguarding are updated as required in response to changes in statutory guidance and local procedure.

Signpost support for victims/witnesses if a need is identified

Pupil Attendance

Provide expert oversight, support and advice to each school or service in regard to pupil attendance.

Oversee a network of school and service staff, senior leaders & Assistant Heads, who are directly responsible for pupil attendance, ensuring data analysis, auditing and action plan development to improve and maintain pupils' individual attendance and engagement.

Oversee the delivery of companywide and service-specific attendance strategies and intervention, ensuring collaboration and day to day operational implementation, as well as quality assuring the delivery of the TCES Attendance Toolkit.³

Collaborate with all staff on systems to support pupil attendance.

Monitoring the effective use of company policies and procedures in relation to pupil attendance, spot-checking, and ensuring Senior Leaders have robust knowledge and understanding of the whereabouts of all pupils in their care.

Provide analytical reports on attendance (service specific and companywide) to the TCES Boards, providing proposed solutions and plans where appropriate, updating TCES policies and guidance in relation to pupil attendance as required.

Families and School working Together (FAST)

Oversee the implementation of the FAST Programme across all schools and services.

Provide strategic leadership, supporting staff in successful implementation of the FAST Programme, family liaison & partnership, and direct intensive family work.

Oversee school and service FAST leaders to ensure pupil and parent voice is heard and responded to appropriately.

Complaints Leadership

Oversee the TCES Complaints Policy and Process, working in collaboration with the Company Business Manager and companywide senior management to ensure any complaints are investigated and responded to within policy timeframes.

Ensure reports on complaints are provided to the Executive Team and support the dissemination of identified learning from complaints throughout the company.

Staff Development

Collaborate with the TCES Learning & Development Team to ensure TCES is always fully compliant in terms of statutory safeguarding training.

Deliver safeguarding training as appropriate.

Oversee and quality assure staff training in relation to pupil attendance.

Provide advice and support to any Designated Safeguarding Leads within the schools/services and play a lead role in their recruitment, selection and training.

Advise on the organisation's safeguarding induction and training needs and the development of its training strategy and to provide training where appropriate.

Promote equal opportunities and anti-discriminatory practice

Operational Leadership

Review notifiable incidents with Heads and ensure any learning is disseminated companywide.

Work with School Business Managers and Heads to ensure that TCES are fully compliant with Off-site Guidance for pupils.

Provide support to the Designated Safeguarding Leads (Assistant Heads - Inclusion / DSLs / Senior Practitioners) with respect to the management of safeguarding arrangements within each school and service.

Active participation in regular TCES Complex and Additional Needs (CAN) Panels.

Establish and maintain excellent relationships with local safeguarding partners including local authority teams and police, keeping up to date records of safeguarding leads and statutory agencies within all relevant Local Authorities.

Provide a central point of contact for internal and external individuals and agencies:

- Oversee referrals to children's services, the police and the Local Authority Designated Officer (LADO).
- Attend case meetings with Local Authority Designated Officers (LADO), including for allegations against staff or volunteer (ASV) meetings.
- Represent the organisation at external meetings related to all aspects of safeguarding where required.

Maintain all records and reports relating to safeguarding and child protection to the highest standards.

Complete internal investigations where appropriate.

Ensure a consistent, fair, timely and thorough process for all adults working with children and young people against whom low-level concerns and allegations are made.

Ensure confidentiality is maintained, holding exemplary professional boundaries at all times.

Since job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The post-holder is expected to observe and comply with all TCES policies and regulations, for example Code of Conduct, Safeguarding, Keeping Children Safe in Education, Health and Safety, TCES Values, Equality and Diversity etc.

PERSON SPECIFICATION

Education and Qualifications

An appropriate degree level professional qualification (or equivalent) in Social Work (Social Work England registered).

Current UK Registration.

Knowledge and Experience

Relevant post-qualification experience or equivalent within the areas of specialism as defined below:

- Pupils at high risk of aggressive and/or sexualised behaviour.
- Pupils presenting with high risk and/or complex and co-morbid mental health issues at Tier 3 or 4.
- Pupils who are highly vulnerable to exploitation including those at risk of sexual exploitation and vulnerable young mothers.
- Pupils with complex offending, substance misuse and/or significant gang related issues.
- High dependency pupils with a range of physical, psychological and healthcare needs.

Experience working in or leading a relevant multidisciplinary team across the disciplines of education, health and social care.

Experience of supporting neurodiverse children or with ASC and/or SEMH and an understanding of potential implications for communication, learning and behaviour patterns.

Experience with group work packages for young people.

Experience in reporting, auditing and quality assuring social work processes and outcomes.

Experience of supervising staff.

Experience of overseeing a range of appropriate service delivery models.

Knowledge of legislation, National Policies and Procedures. e.g. Child Protection, Children's Act, etc, as well as the principles of clinical governance/audit/research.

Experience as a Service Manager (D).

Skills and abilities

Ability to model and develop others in delivering comprehensive assessments of young people and their families.

Ability to engage young people and their families, staff and communities for delivery of clinical services.

Work effectively with conflict and emotionally distressing matters, this may include family members.

Write and keep effective records, reporting to senior audiences.

Excellent interpersonal skills – including observation, listening and empathy skills.

Developed negotiation and problem-solving skills in complex situations.

Able to promote and model outstanding social work practice.

Other

Commitment to leading on safeguarding and promoting the welfare of children and young people.

Able to promote and celebrate diversity and equal opportunities.

Commitment to TCES values.

September 2024