

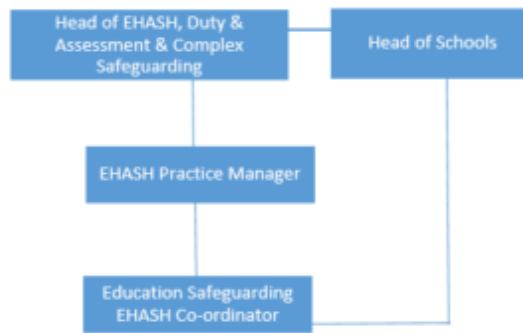
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

<b>SERVICE:</b>	Early Help & Schools / Children's Social Care
<b>SECTION:</b>	EHASH
<b>LOCATION:</b>	Number One Riverside, Smith Street, Rochdale
<b>JOB TITLE:</b>	Education Safeguarding EHASH Co-ordinator (Temporary 12 month)
<b>Grade:</b>	6
<b>Accountable to:</b>	Head of Schools / Head of EHASH, Duty & Assessment & Complex Safeguarding
<b>Accountable for:</b>	Gathering Educational information within EHASH
<b>Hours of Duty:</b>	37 flexible working hours per week in accordance with the needs of the service
<b>Any Special Conditions:</b>	<p>The post holder will not normally be expected to take annual leave of Service during school term time.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p> <p>Appointment to this post is subject to enhanced DBS including a barred list check against the child workforce.</p> <p>Casual Car Allowance</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

**ORGANISATIONAL CHART**



## **PURPOSE AND OBJECTIVES OF THE JOB**

To work as part of a dynamic multi-agency integrated team, assessing safeguarding notifications and referrals in respect of children and families resident within the Borough.

The post holder will be responsible for gathering and presenting educational information that is used within the Early Help and Safeguarding Hub (EHASH) to determine thresholds for intervention and support, including support for school attendance. Fully observing statutory processes and local protocols to protect confidentiality, the EHASH Co-ordinator is responsible for interpreting and sharing the information from a range of electronic and interview sources, specifically databases and education providers designated contacts (DSLs/Headteacher) with the overall focus on promoting and safeguarding the welfare of the child and young person.

To provide advice and support to schools on child safeguarding matters, working closely with colleagues from EHASH, early help, children's social care, education safeguarding and education welfare.

## **Control of Resources**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under the post holder's control.

### **Financial**

To work in accordance with Financial Regulations and procedures of the Council.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the Council's rules and regulations relating to the use of ICT, email and intranet/internet access.

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

## **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

## **Relationships (Internal and External)**

Early help and Safeguarding, children's social care, Schools, Education Safeguarding, Education Welfare, Inclusion, SEND, parents/carers, members of the public, voluntary & community sector organisations, commissioned services.

## **Responsibilities**

The post holder must –

- (i) Ensure that the council's statutory requirements and policies are carried out efficiently, effectively, economically and equitably.
- (ii) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (iii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

## **Values and Behaviours**

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

## **PRINCIPAL DUTIES**

1. To provide challenge, support and guidance to external stakeholders, in particular educational professionals (including early years settings, schools, post 16 providers and other education providers) who refer children and young people into EHASH.
2. To ensure that education providers have a proficient understanding of the role of EHASH and are competent in making high quality referrals without unnecessary delay, when a concern is sufficient to meet the criteria. Reinforcing statutory requirements and responsibilities for safeguarding, child protection and promoting the welfare of children as set out in KCSIE 2024
3. To work with the Rochdale Safeguarding Partnership Board (RBSCP), Education Safeguarding, Education Welfare, LADO and other partners to monitor evaluate and report on the effectiveness of safeguarding arrangements and on issues of policy and practice in education settings
4. Upon receipt of a referral, through liaison, dialogue and searching appropriate databases, collect and collate the relevant educational information to add to the multi-agency risk assessment within the EHASH

5. Record, interpret and present educational information and issues that can impact on the risk or needs assessment of the child/ young person. This may involve disclosing proportionate and relevant information relating to the parents/carers or other members of the immediate family
7. Participate in the EHASH multi-agency risk assessment to inform case management and attend Strategy discussions where required in EHASH
8. Immediately escalate evidence of ineffective safeguarding arrangements within or outside of the EHASH, or where the case is likely to become subject to press or public interest.
9. Follow EHASH policy and procedures including dispute resolution process which enables partners to constructively and professionally challenge decision-making in a time- appropriate way
10. Monitor the number and nature of referrals to EHASH made by education settings to inform the development and improvement of practice
11. Support and challenge school staff and governing bodies in exercising their responsibilities for safeguarding and protecting children and young people
12. Liaise with EHASH professionals on key concerns of multi-agency interest arising from education, such as non-school attendance, Children Missing Education, Children at risk of Sexual Exploitation, Elective Home Education.
13. Attend relevant strategy meetings to support Education within the EHASH such as Sub-attendance networks, operational panels to discuss children not in school, Task and Finish Groups, Audits and team meetings.
14. Update Educational settings on outcomes of cases that have been through the EHASH through relevant systems.
15. To be the attendance champion within EHASH and to provide advice and guidance to colleagues and professionals/referrers on aspects relating to attendance and 'working together to improve school attendance', and to uphold and support school attendance being everyone's responsibility.

### **Secondary Duties**

1. To participate in Council programmes of in-service training as a trainee and, when required, as a trainer facilitator.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative).
3. To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity
4. To ensure that the Council's commitment to public service and customer care is addressed in all dealings with the public and service users and their representatives including responses to representations and complaints.

5. To fully understand, actively promote and implement the Council's and The Service's Health and Safety Policy.

6. To maintain and actively promote good industrial relations.

Job Description prepared by Katie Digiorgi/Tracy Chatterton      Date July 2024

_____	_____
_____	_____
_____	_____

**Rochdale Borough Council  
Person Specification**

	Early Help and Schools / Children's Social Care	Post:	Education Safeguarding EHASH Co-ordinator
Section :	EHASH	Post Number :	203457
Job Ref:	001380	Grade:	6

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an Essential Criteria you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>(a) Special Working Conditions</b>		
1 Are you able to visit service users at home?	E	AF/I
2 Are you willing to travel around the borough and other locations regionally as required?	E	AF/I
3 Are you able to work flexibly in accordance with the requirements of the service?	E	AF/I
4 Hours may be required to be worked over 7 days, as per the needs of the service	E	AF/I
<b>(b) Qualifications and Experience</b>		
5 Degree standard in a relevant subject area (education, social care, social policy, psychology) or significant working experience in a related field	E	AF/I
6 Accredited standard of English equivalent to a high pass level at GCSE or proven evidence of competency developed within the workplace	E	AF/I
7 Evidence of continuous personal development	E	AF/I
8 Demonstrable experience of safeguarding children and young people within a current or previous job	E	AF/I

	role, to a level that evidences a secure understanding of the issues involved and children's needs.		
9	Evidence of working collaboratively with professionals e.g. as part of a multi-agency or multi-disciplinary team to secure better outcomes for children and young people	E	AF/I
10	Demonstrable experience of collaboration in sharing specialist knowledge with colleagues in order to support their practice within educational settings	E	AF/I
<b>(c) Skills and Knowledge</b>			
11	Thorough and detailed understanding of current safeguarding procedures and practice including 'Keeping Children Safe in Education' 2024 and 'Working Together to Safeguard Children' 2023.	E	AF/I
12	A Sound Knowledge of Working together to Improve School Attendance (2024), Children Missing Education (CME), Elective Home Education, SEND Code of practice and Child Sexual Exploitation (CSE)	E	AF/I
13	A secure understanding of the children's needs and response framework and threshold guidance.	E	AF/I
14	Understanding of issues relating to safeguarding adults and children and of the role and activities of the Rochdale Safeguarding Partnership Board.	E	AF/I
15	Excellent communication skills – both oral and written at a level that enables the gathering of sensitive information, accurate recording and dissemination into succinct report formats that can be readily interpreted in a strategy group meeting. High level competence in a range of information technology software including database, Word, Excel, PowerPoint and virtual communication tools The ability to present complex information in an accessible format to a range of audiences	E	AF/I
16	The ability to create EHASH focused training tools and materials for education providers and the direct delivery of training as required, working closely with the Education Welfare Service and the Education Safeguarding Officer.	E	AF/I
17	The ability to meet priority deadlines, whilst working under pressure with competing demands	E	AF/I

18 High level of professional resilience in dealing with a broad range of detailed safeguarding information including, family support and protection.	E	AF/I
19 The ability to support and challenge other colleagues by providing specialist knowledge, advice and guidance in relation to safeguarding in an enabling manner	E	AF/I
<b>(d) Behaviours and Values</b>		
<p><b><u>Values and Behaviours</u></b></p> <p>Approach the job at all times using the values set out below</p> <ul style="list-style-type: none"> <li>• Proud of the difference we make</li> <li>• Passionate about the diversities of the Borough</li> <li>• Pioneering and Open in our Approach</li> </ul> <p>Be aware of and apply these values and associated behaviour at all times.</p>	E	AF/I