

ROCHDALE BOROUGH COUNCIL

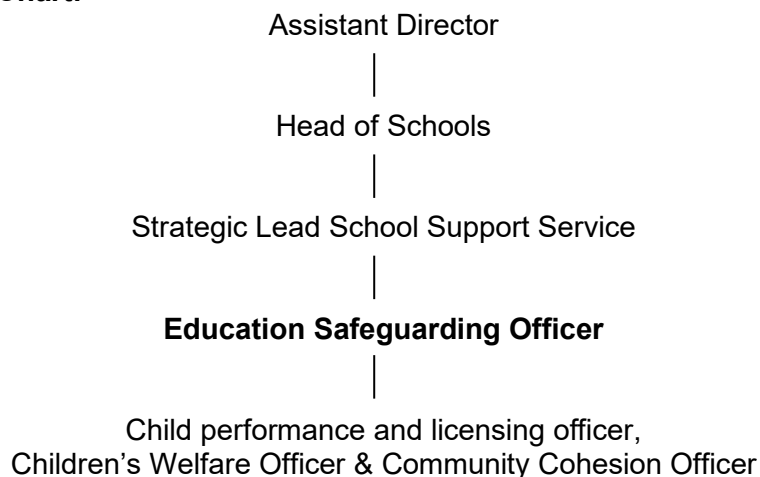
JOB DESCRIPTION

OCCUPATION

Job Title:	Education Safeguarding Officer
Grade:	Grade 8
Location:	Number One Riverside
Service:	Children's Service
Team:	Early Help and Schools
Responsible to:	Strategic Lead Schools Support Service
Responsible for:	Child performance and licensing officer Children's Welfare Officer Community Cohesion Officer
Hours of Duty:	37 flexible working hours in accordance with the needs of the Service.
Any Special Conditions of Service:	➤ Mileage Allowance is payable. ➤ The Postholder will be required to attend occasional evening and weekend meetings ➤ It is expected that the majority of annual leave will be taken during school holidays in line with the needs of the Service. ➤ The Council operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the Council which is wholly owned, leased or operated and occupied by RBC.
DBS Disclosure Level:	Enhanced DBS required

This service is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

To work in partnership with schools, families and a variety of professionals to promote and support the safeguarding and educational welfare of children and young people.

The Safeguarding Officer role in this work is to take the lead and manage the following areas;

- Child protection and safeguarding
- Child licensing and employment
- Community Cohesion

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholders 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 rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with Council's Health & Safety policies and procedures and current legislation.

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)

Internal

All colleagues within the Service and all other council staff.

External

To work constructively with, schools and school staff, governors, parents, carers, the Health Service, Positive Steps, the Police, Children's Social Care, voluntary organisations and all other relevant external agencies.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Council's Equality and Diversity Policy.
2. Ensure that Council's commitment to public service orientation and care of our customers is provided.

PRINCIPAL DUTIES

1. To provide advice, support and challenge to schools, educational establishments and LA staff in respect of safeguarding and child protection matters, including meeting the statutory requirements of Keeping Children Safe in Education.
2. To support schools and services to develop and implement safeguarding policies, procedures and good practice, including through the convening and facilitation of regular safeguarding lead network meetings.
3. To oversee and actively support schools in their completion of rapid review returns arising from a serious incident notification. To support schools in attendance at rapid review meetings and any outcomes arising from these, which may include supporting schools with full Children's Safeguarding Practice Reviews, acting as a panel member.
4. To support school with casework queries, assist as required with escalations and attend child protection meetings where appropriate, supporting or representing schools (eg in school holiday periods) or the Early Help and Schools Service, regarding an individual child or family.
5. To develop and deliver single agency safeguarding training on behalf of the Safeguarding Partnership to schools, school governors and school facing services.
6. To contribute to the development of wider training for colleagues, as part of the multi-agency Safeguarding Partnership, for schools and other agencies, regarding safeguarding matters.
7. To represent education and Early Help and Schools by attending and contributing to Borough-wide safeguarding strategy and workplans via RBSCP sub-groups and their associated task and finish activities e.g. learning and development, practice review, complex safeguarding subgroups etc.
8. To perform the role of operational lead for safeguarding in schools, reporting to the strategic lead who is the Head of Schools or their delegated representative
9. To support schools with the administration of their safeguarding training records, to ensure that training is up to date, relevant and complete; e.g. designated lead, school staff, Governors etc.
10. To write reports, protocols, policies and procedures and evaluations for a range of audiences as needed.
11. To assist and advise the Designated Safeguarding Lead for the Service as required and consult with the Local Authority Designated Officer (LADO)
12. To work in collaboration with relevant LA colleagues and partner agencies.
13. Liaise with relevant colleagues regarding children who are vulnerable due to them missing education (CME) or being electively home educated, EHE, to ensure their safety and protection.

14. As part of the Critical Incident Response Team the postholder will promote the CIRT support to schools and assist in the response to incidents.
15. To support Schools Services, in co-operation with managers and team leaders, including participation in panel meetings or assessing safeguarding issues which may arise.
16. To contribute to policy and procedure development across the Schools Service, including contribution to their in-service training.
17. To seek opportunities to income generate, as required.
18. To work with the RBSCP to coordinate the annual school safeguarding audit process, offering advice and support to schools in completion of their self-assessment, analysing responses to inform actions and identify areas of strong practice and development.

Values and Behaviours:

Approach the job at all times using the values set out in the Rochdale Way:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply the Rochdale Way behaviours at all times.

SECONDARY DUTIES

1. To contribute to multi-agency training and policy development.
2. To prepare reports and attend meetings related to the work of the Schools Service.
3. To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of the Council, as may be determined by the Council (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Job Description prepared by: Abbie Walker

Date: July 2026

Agreed by Postholder: _____ Date: _____