**Education Officer**  
**Children's Advice Support Service**  
£41,551 - £51,936  
**Lancaster Circus**  
**Permanent**

Working 36.5 hours per week. This exciting opportunity has arisen for a qualified teacher to work within the Schools Safeguarding Team placed in the Children's Advice Support Service (CASS) representing the voice of Education in the multi-agency arrangements.

The successful candidate must be a qualified teacher with a minimum of 3 years current experience working as a Designated Safeguarding Lead (DSL) within a school and be able to reflect role of education across the key stages.

Working within the CASS is fast paced and dynamic and the post holder is expected to be able to function within this environment.

This post is a full time, though job share will be considered. The role is subject to enhanced DBS clearance and list 99 prohibition checks.

If you would like to have an informal discussion please contact Jon Needham on 07912793668

**Closing Date: 11 November 2016**

**Ref: PE0412016**

A Disclosure and Barring Service (DBS) check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
1. **Job Purpose**

The post holder will represent Education within the dynamic multi-agency safeguarding hub (CASS) assessing notifications and referrals regarding children and families. The CASS process includes searching for and collating information from a range of sources including databases and other professionals. With due regard to confidentiality, the CASS education officer is responsible for interpreting and sharing the information that is necessary to safeguard and promote the welfare of the child/young person.

**Job summary**

- To provide support and guidance to the CASS Team about the context and practice within education.
- To offer support and guidance to external stakeholders, in particular schools and other educational settings who refer children to CASS.
- To support the CASS assessment process by helping to gather and share relevant educational information on children of school age.
- To participate in CASS multi-agency risk assessments, for example attending Strategy Discussions where required.
- To quality assure education referrals into the CASS, supporting settings to ensure appropriate referrals are made.
- To work with schools to evaluate and report on the effectiveness of safeguarding arrangements where social care intervention is not recommended.
- To represent the voice of Education in strategic and operational settings.
- To contribute to, and where applicable lead on scoping requests and IMR’s for the reviews of serious cases, domestic homicides, female genital mutilation and lessons learnt.

2. **Duties & Responsibilities**

- Maintain constructive relationships with a broad range of internal and external stakeholders, and specifically with educational professionals in Birmingham and neighbouring authorities.

- Through liaison, dialogue and searching appropriate databases, collect and collate the relevant educational information to add to the multi-agency risk assessment within the CASS.
• 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 siblings.

• Explain clearly with sound rationale, highly complex education related safeguarding information to social work staff and other members of the CASS team.

• Participate in the CASS multi-agency risk assessment to inform case management. To attend Strategy Discussions where appropriate in CASS (or to facilitate the engagement of the appropriate professional within the school)

• Immediately escalate evidence of ineffective safeguarding arrangements within or outside of the CASS, or where the case is likely to become subject to press or public interest to the Schools Safeguarding Advisor or Resilience Adviser on issues of policy and practice in education settings

• Follow CASS policy and procedures including dispute resolution process which enables partners to constructively and professionally challenge decision-making in a time-appropriate way

• Monitor and quality assure the number and nature of referrals to CASS made by education settings to inform the development of practice

• To work with the Schools Safeguarding Advisor and Resilience Adviser on issues of policy and practice in education settings


• Liaise with CASS professionals on key concerns of multi-agency interest arising from education, such as Children Missing Education, Elective Home Education etc.

• To represent Education and Skills (schools safeguarding) at strategic and operational meetings as appropriate.

• To participate in the operation of the Council’s Appraisal Scheme.

• It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

• Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder’s salary grade, abilities and aptitudes.

• The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

3. **Supervision Received**
3.1 **Supervising Officer Job Title**
Schools Safeguarding Advisor

3.2 **Level of Supervision**

1. Regularly supervised with work checked by supervisor
2. Left to work within established guidelines subject to scrutiny by supervisor
3. Plan own work to ensure the meeting of defined objectives.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act
- A Criminal Records Bureau/ISA checks will be undertaken

**Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people** and expects all staff to share this commitment

Observance of the **City Council’s Equal Opportunities P**
# Directorate for People

## Person Specification

**Job Title:** CASS Education Officer  
**Grade:** 6  
**Division:** Education & Skills  
**Section:** School Safeguarding

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview; T. - Test or Exercise; C. – Certificate; P. – Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualification | Recognised teaching qualification  
DSL training in last 2 years | AF  
AF |
| **Experience**  
(Relevant work and other experience) | Substantial experience of working with children and families in a school/educational setting  
A minimum of 3 years’ experience providing safeguarding guidance and advice to staff as a designated safeguarding lead in school/setting (DSL)  
Experience in working within the LSCB Safeguarding Procedures  
Experience of multi-disciplinary working | AF  
AF  
I |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | Ability to investigate complex cases and situations  
Ability to understand and interpret complex information, regulations and legislation  
Ability to write clear and concise reports within specified time scales  
Ability to communicate with a range of professionals, parents and pupils  
Ability to organise and prioritise work  
Ability to effectively use ICT as required | AF / I  
I  
AF  
I  
AF  
AF |
| **Training** | Thorough and detailed understanding of current safeguarding procedures and practice including 'Working Together' and 'Keeping Children Safe in Education'  
Understanding of educational information management systems | AF / I  
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<th>Knowledge of relevant legislation affecting children, parents and education</th>
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<td>Commitment to undertake training as necessary</td>
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<tr>
<td>Other</td>
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<td>Ability to remain objective and persistent in challenging circumstances</td>
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<td>Ability to negotiate, influence and mediate</td>
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<tr>
<td>Ability to work as part of a multi-disciplinary team</td>
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<td>Able to think broadly and holistically whilst paying attention to detail.</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.