

Job Description and Person Specification

Safeguarding Advisor for Education and Learning

A Lambeth to be proud of



Job Title: Safeguarding Advisor for Education and Learning 3031

Department: Education

Division: Safeguarding

Grade: P04

Reports to: Deborah Carter

Responsible for: Education Safeguarding

Context

The Education Safeguarding Team sits within the Education and Learning Division of Children's Services and plays a critical role in ensuring that all education settings fulfil their statutory duties to safeguard and promote the welfare of children and young people. This includes maintained schools, academies, free schools, independent settings, and early years providers across the borough.

Lambeth is a diverse inner-London borough with a wide range of educational provision and a complex safeguarding landscape. The Council works within a strong multi-agency framework, alongside partners including Children's Social Care, Health, Police, and the Lambeth Safeguarding Children Partnership (LSCP), to ensure effective coordination of safeguarding arrangements and protect vulnerable children.

The Safeguarding Advisor for Education and Learning operates within this context to support, challenge, and improve safeguarding practice across education settings. The role contributes to the delivery of the Council's safeguarding priorities by providing professional advice, undertaking audit and quality assurance activity, and supporting schools and providers to meet statutory safeguarding expectations, including those set out in national guidance such as *Keeping Children Safe in Education* and *Working Together to Safeguard Children*.

The postholder works closely with senior managers within Education and Learning to implement safeguarding improvement priorities, identify areas of risk, and ensure that robust systems, policies, and procedures are in place across the sector. The role also has a key function in strengthening safeguarding culture, promoting best practice, and ensuring that Lambeth's education settings are well supported to safeguard all children, particularly those who are most vulnerable.

Job Purpose

- Support the development, implementation, and review of the Education Safeguarding Improvement Plan, ensuring actions are delivered within agreed timescales
- Contribute to the development and review of safeguarding policies, procedures, and guidance in line with statutory frameworks including *Keeping Children Safe in Education* and *Working Together to Safeguard Children*

- Provide professional advice to schools, colleges, and early years settings on their statutory safeguarding responsibilities
- Support senior managers in ensuring that services operate within the legislative and regulatory framework for safeguarding
- Contribute to service improvement initiatives by identifying emerging safeguarding risks, themes, and areas for development

Responsibilities

- Act as a key point of contact for safeguarding advice and guidance to Designated Safeguarding Leads (DSLs), Headteachers, governors, and proprietors
- Respond to complex safeguarding concerns, providing clear, proportionate, and timely advice
- Support the management of allegations against staff and volunteers, working closely with the Local Authority Designated Officer (LADO) and partner agencies
- Undertake regular safeguarding audits of schools, colleges, and early years settings, evaluating compliance with statutory requirements
- Monitor and review safeguarding arrangements in education settings, ensuring robust systems are in place to safeguard children and young people
- Support the oversight of safer recruitment practices, ensuring appropriate checks and processes are consistently applied across settings
- Maintain accurate records of safeguarding activity and contribute to case tracking and reporting systems
- Contribute to internal reviews, audits, and learning from safeguarding incidents, including serious incidents where required

Quality Assurance and Improvement

- Lead and support quality assurance activity, including audits, thematic reviews, and follow-up actions
- Analyse safeguarding data and performance information to identify trends, risks, and areas for improvement
- Produce reports and briefings for senior managers, highlighting key findings and recommending actions
- Support schools and providers to implement improvements following audits, Ofsted inspections, or safeguarding reviews
- Ensure continuous improvement in safeguarding standards across education settings

Training and Workforce Development

- Evaluate safeguarding training programmes for schools, colleges, and early years settings
- Provide targeted support and coaching to DSLs and safeguarding leads
- Develop and maintain guidance materials, toolkits, and resources to support safeguarding practice

- Promote best practice and ensure dissemination of learning from national and local safeguarding reviews

Partnership and Multi-Agency Working

- Develop and maintain effective working relationships with education providers, social care, police, health services, and other partners
- Contribute to multi-agency safeguarding forums and meetings, representing the Education Safeguarding Team as required
- Work collaboratively with SEND services and other vulnerable learner services to ensure appropriate safeguarding arrangements are in place
- Support the coordination of safeguarding responses across agencies to achieve improved outcomes for children

Risk Management and Compliance

- Identify and escalate safeguarding risks to senior managers in a timely manner
- Ensure that all work complies with relevant legislation, statutory guidance, and local procedures
- Promote a culture of safeguarding vigilance and accountability within education settings
- Support the response to inspections, including Ofsted, by providing evidence and demonstrating safeguarding effectiveness

Equality, Diversity and Inclusion

- Promote equality of opportunity and actively challenge discrimination in all aspects of service delivery
- Ensure safeguarding practice is inclusive and responsive to the diverse needs of Lambeth's communities
- Support initiatives that promote community cohesion and improve outcomes for vulnerable groups

General Duties

- Maintain up-to-date professional knowledge of safeguarding legislation, guidance, and best practice
- Contribute to team objectives, service development, and organisational priorities
- Make effective use of IT systems to support service delivery, monitoring, and reporting
- Undertake any other duties commensurate with the grade of the post

Structure Chart

Senior Safeguarding Manager



Safeguarding Advisor



Safeguarding Officer

PERSON SPECIFICATION

Safeguarding Advisor for Education and Learning

It is essential that you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A). You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted. If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.			Shortlisting Criteria
For link/career graded posts, please mark knowledge, experience, and behaviours clearly for each grade.			
Key Knowledge	K1	A relevant professional qualification (e.g. education, social work, safeguarding, or a related discipline) or equivalent demonstrable experience in a safeguarding role within children's services or education.	✓A
	K2	A clear understanding of safeguarding legislation, statutory guidance, and policy frameworks, including <i>Keeping Children Safe in Education</i> , <i>Working Together to Safeguard Children</i> , and relevant Children's Acts.	
	K3	Knowledge of child protection processes, thresholds, and procedures within education, early years, and multi-agency safeguarding contexts.	✓A
	K4	Understanding of the roles and responsibilities of partner agencies involved in safeguarding children and young people, including Education, Social Care, Police, Health, and the voluntary sector.	
Relevant Experience	E1	Experience of working within safeguarding in education, early years, or children's services, including advising on safeguarding practice.	✓A
	E2	Experience of undertaking audit, quality assurance, or monitoring activities to evaluate safeguarding effectiveness.	
	E3	Experience of contributing to safeguarding policy development, guidance, or delivering training to professionals.	✓A

	E4	Experience of working collaboratively with a range of partners, including schools, settings, and multi-agency stakeholders, to improve outcomes for children.	✓A
	E5	Experience of managing sensitive safeguarding issues, demonstrating sound judgement, professionalism, and confidentiality.	
Qualification		A relevant professional qualification in a discipline such as education, social work, safeguarding, youth work, or a related field or equivalent demonstrable experience working at a similar level within safeguarding, children's services, or education.	✓A

CORE VALUES AND BEHAVIOURS

Equity behaviours



One Lambeth
CONNECTED BY PURPOSE

- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.

Kindness behaviours



One Lambeth
CONNECTED BY PURPOSE

- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
CONNECTED BY PURPOSE

- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.