

Children's Services

Education and SEND

School Effectiveness Service

Lead Safeguarding Officer

Job Description and Person Specification

Last reviewed: May 2026

Job Description

Job Title:	Lead Safeguarding Officer
Department:	Education and Inclusion
Function:	
Team:	School Effectiveness
Post number:	TBC
Grade:	LBR11
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36 hours/52.14 weeks
Base location:	Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NY
Reports to: <i>Job title</i>	Head of Service: School Effectiveness
Responsible for: <i>Job titles of direct reports</i>	No direct line management but may be responsible for the supervision of trainee and work placement employees on occasion
Role purpose and role dimensions: <i>Overview of the job</i>	<p>MAIN PURPOSE OF POST: To provide operational and policy support to the Education and Inclusion Directorate to ensure the Council's compliance with all associated Safeguarding statutory duties and responsibilities. Predominately, this role will focus on improving and coordinating safeguarding practices within Redbridge Local Authority Education services and will support high quality safeguarding practice in schools.</p> <p>Specific Context and Purpose of the Job Working with the Director of Education and SEND, Head of Service: School Effectiveness, to collaborate with other agencies to lead on the strategic requirements of Safeguarding work with Redbridge schools, to support and advise on effective safeguarding arrangements aligned with Redbridge Safeguarding Children Partnership policies and procedures and London Child Protection Procedures.</p> <p>This will include providing advice, specialist support and challenge, to assist Education services and Redbridge schools to meet and continually improve their safeguarding arrangements. This will include close partnership with MACPT, MASH LADO and Safeguarding leaders across the partnership.</p> <p>To raise and escalate safeguarding matters once identified to ensure a timely response to the concerns.</p> <p>Be a point of contact between the Local Authority and schools regarding matters relating to safeguarding.</p> <p>Be a point of contact between Ofsted, schools and the Local Authority regarding parent/carer complaints raised with Ofsted of other relevant agencies. Support schools undergoing the Ofsted inspection process. Work with all schools to forge good working relationships which will facilitate the sharing of safeguarding expertise and thus enhance outcomes for students.</p> <p>To provide up to date and relevant information about safeguarding to other members of the School Effectiveness Team who support schools in meeting their safeguarding duties including the contracted School Effectiveness Consultants.</p> <p>To monitor budgets related to safeguarding projects.</p> <p>To develop and maintain working partnerships with all schools in the Local Authority including academies.</p> <p>Postholder able to carry out the majority of all duties of the post, but requiring additional training, supervision and/or experience. Satisfactory standard clearance by the Disclosure & Barring Service will be a condition of employment.</p>

Key external contacts: <i>Organisations</i>	Redbridge Schools and Academies Redbridge Safeguarding Children's Partnership (RSCP) Redbridge Education Partnership (REP) Redbridge Secondary Heads Group (RSHG) Thinking Schools Federation (TSF) Seven Kings Learning Partnership (SKLP) Secondary Heads DSL Network
Key internal contacts: <i>Job titles or groups of staff</i>	School Effectiveness Coordinator Senior Support Officer and PA to Directors and Executive Team School Effectiveness Consultant Group Head of Service– School Effectiveness LADO Head of Service for Safeguarding, Quality Assurance and PCFSW Safeguarding and Quality Assurance Strategic Lead for SEND
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	To monitor and report on project budgets
Key areas for decision making:	Compliance Assessment- adhering to legal guidelines, and evaluating the outcomes of implemented choices
Other considerations: <i>E.g. working patterns</i>	The post holder is expected to provide a term-time service to schools and must therefore take most annual leave entitlement in school holidays. Occasional days' leave during term-time must be agreed with the line manager. The post holder is required to make appropriate use of both local and national opportunities to enhance his or her expertise in order to facilitate the training and understanding of school staff, colleagues, governing bodies and other agencies.

Key accountabilities and result areas:	Key elements:
Council Safeguarding Policy	This will involve: Overseeing and managing of updates to the Council's safeguarding policy, procedures and safeguarding referral systems, ensuring records are accurately maintained and stored securely. It will involve advising schools, Academies and settings and adherence to Safeguarding policy and procedures.
Section 11 Audits	This will involve: Administering the process for submitting both Section 11 and Children's Safeguarding Partnership Audits
Council Model Safeguarding Policy for Schools	This will involve: Ensuring the council Safeguarding model policy and procedures for schools are written and reviewed and when required, updated information and guidance is published and accessible for school and council staff (as appropriate), in close partnership with leaders in safeguarding and child protection, the MASH and Multi Agency Child Protection team (MACPT) and the LADO.
Safeguarding Advice and Guidance	This will involve: Providing specialist advice and support for the Council (Members and Staff) for Safeguarding matters in the wider context of Redbridge Safeguarding Children Partnership procedures and London Child Protection Procedures.
Safeguarding legislation and national policy	This will involve: Keeping abreast of national safeguarding legislative and policy updates to ensure compliance with the Council's statutory safeguarding requirements Follow up safeguarding referrals submitted by the Council where necessary and feedback to staff when appropriate to support continuous learning and identify service improvements

RSCP Meetings	This will involve: Representing Redbridge Council at RSCP meetings; disseminating relevant information to all schools and academies
General accountabilities and responsibilities	
Green Statement	This will involve: <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	This will involve: <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	This will involve: <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	This will involve: <ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview. ▪ This will also involve providing safer workforce advice to Education services, schools, Academies and settings, as required, in close partnership with the LADO.
Equalities	This will involve: <ul style="list-style-type: none"> ▪ Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	This will involve: <ul style="list-style-type: none"> ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	This will involve: <ul style="list-style-type: none"> ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Lead Safeguarding Officer		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = Essential, 2 = Desirable</i>		A - I - T	Weighting
Minimum education/ qualifications:	Degree level Higher Education qualification or equivalent experience in a relevant field of Education	A I	3
Minimum experience/ knowledge/ skills:	<p>Significant knowledge and practical application of safeguarding legislation, policies, procedures (including referral management) & local authority duties</p> <p>Experience of providing safeguarding support and challenge in a context relevant to education to improve outcomes for children</p> <p>An understanding of current legislation / government initiatives and priorities</p> <p>A good understanding of the principles of safeguarding Level 3 – Child Protection and Safeguarding</p> <p>An understanding of the provision of the Data Protection Act and the Human Rights Act</p> <p>Ability to communicate facts and ideas to a wide range of individuals and audiences including presentation skills</p> <p>Good level of IT literacy</p>	A I	3
Minimum behaviours: Customer service	<p>Interpersonal and Personal Behaviours - Empathetic & Active Listening, non-judgmental, emotionally intelligent</p> <p>Focus on improving outcomes for children and ensuring that safeguarding and promoting the welfare of children is maintained at all times</p> <p>Ability to manage conversations or support and challenge with robust focus on safeguarding improvement and improved outcomes for children</p>	I	2

Communicating and influencing others	<p>Ability to communicate effectively with education partners from frontline professionals through to Headteachers and Chairs of Governors effectively</p> <p>Ability to present to large audiences and to engage education leaders in a shared ambition to safeguard and protect children</p> <p>Convey purpose and direction with clarity and enthusiasm while genuinely respecting the opinions of others</p>	A I	2
Working together	Combine efforts to achieve a shared goal or complete a task	A I	2
Analysis and judgement	Ability to breaks down complex information to identify causal risks, patterns, and apply critical thinking to weigh options, evaluate risks, and make rational, informed decisions	A I	3
Driving improvement	Build a culture of proactive prevention, clear communication, and ongoing accountability. Focus on targeted training, and establishing transparent reporting mechanisms so that staff are knowledgeable and are aware of their roles to act quickly and confidently when concerns arise	A I	3
Adaptability	Ability to quickly adjust to unforeseen circumstances, changing priorities, and new environments	A	2
Special conditions:	<p>Ability to take annual leave, apart from occasional days, during school holidays</p> <p>Valid driving licence with use of own vehicle or other means of commuting both inside and outside the borough</p> <p>Ability to attend evening meetings</p>	A I	2