

## Job Profile – Education Lead, Children and Families Contact Service

**Job Title:** Education Lead, Children and Families Contact Service

**Job Grade:** Level 3 Zone 2

**Salary Range:** £39,336 - £44,878

### About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### About the role

Camden Children and Families Contact Service is the first port of call for educational institutions in Camden who are worried about a child. This is a fast-paced and energised environment, receiving contacts from a range of professionals, local organisations and members of the public. Your goal in this role is to provide high quality support around education to colleagues in the Contact Service, and support to colleagues in Camden' educational establishments regarding the safeguarding of children in their provision. You will report to Head of Children in Need, and spend the majority of your working week in the Contact Service based at 5 Pancras Square.

Your work will include:

- Working as part of the multi-agency integrated team assessing safeguarding notifications and referrals regarding children aged 0-18. You will search and collate information from education databases available to Camden. You will contact schools and other education professionals in response to safeguarding referrals in order to gather intelligence. You will collate and analyse the information you find, to support robust decision making and multi-agency analysis of risk.
- Supporting the Children and Families Contact Service consultation offer to Camden schools, including providing high quality information, advice and guidance to schools on safeguarding thresholds and discussing school's concerns
- Contributing to professionals meetings where education is a concern, including strategy meetings.
- Play a pivotal role in supporting and leading safeguarding practices within schools
- Providing expertise and insight on education matters to colleagues in the Children and Families Contact Service regarding educational concerns (including attendance, exclusion, school avoidance etc) and educational practices (including school processes and policies, DFE guidance etc)
- Establishing a trusted and effective relationship with designated safeguarding leads and other senior leaders in schools and other educational settings, working with and through Camden Learning
- Where required, support the collation of special educational needs requests for EHCP section D advice (where children are not known to social care or early help services)
- Work with Camden Learning to research effective safeguarding practices across schools and supporting provision of advice on improvement

- Provide support when needed to LADO in respect of safeguarding concerns in schools or educational establishments
- Work closely with education colleagues in the Children and Learning Directorate (including educational psychology, Virtual School, SEN and adult education) and in Camden Learning (including inclusion, attendance, health and wellbeing, schools organisation, and safeguarding) to help ensure robust approaches to educational safeguarding in Camden
- Undertake designated safeguarding lead training regularly to ensure your professional practice is kept up to date and keeping your own professional knowledge up to date where educational safeguarding legislation, guidance and policy change over time.

### **Relationships**

There is an extensive range of regular contacts that you will need to participate in, work in partnership and negotiate with including:

- Children's Safeguarding and Social Work, particularly Children and Families Contact Service (MASH)
- Integrated Early Years Service
- Integrated Youth Support Service
- Family Services
- Other Council services including Housing Needs, Landlord Services, Welfare Rights, Inclusive Economy, Adult and Community Learning, Special Educational Needs, Schools Organisation, Camden Learning
- Schools and FE institutions in Camden (maintained and private/independent)
- Health sectors
- Police
- Housing providers
- Voluntary Sector

### **About you**

- Experience of working in a school or other education setting
- Experience of working in or with schools or other education setting in a safeguarding or welfare-based role
- Experience of assessing risk and need of children and young people
- Experience of working in, and contributing to, multi-agency teams
- Experience of working with families in diverse, inner-city communities and with families experiencing complex or multiple stressors.
- Understanding of the legislation and guidance relating to education. You will particularly need a demonstrable working knowledge of 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education' and other legislation and guidance relating to safeguarding and promotion of wellbeing of children.
- Understanding of the broader legislative framework relating to safeguarding children and particularly sharing confidential information to promote welfare and safeguarding.
- Understanding of school and educational structures, including how pastoral, SEN and family support are provided.
- Good general computer literacy and the ability to use database systems to find key information, and to analyse complex information where this is drawn from multiple sources.
- Ability to work effectively under pressure and to prioritise own work in line with areas of highest risk, coordinate own activity with others in MASH as well as external colleagues.
- Ability to develop and use a structured approach to gathering and recording information

- Excellent communication and relational skills

**People Management Responsibilities:**

N/A

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden click [here](#).

**Diversity & Inclusion At Camden**

We value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other nonwhite ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't. At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG