

Ruskin Mill Trust (the Trust)

Job Description

Position:	Trust Head of Safeguarding, Children and Adults
Post Reference No:	RMT100159
Field of Practice:	Transformative Leadership and Management (Field 7)
Grade:	17
Responsible to:	Designated Director
Location:	Located in any of our sites, however, there will be a full expectation to travel to the others sites on a regular basis and as required.

If you are interested in this role, please apply at:
<https://www.rmt.org/jobs/>

Job Purpose

The purpose of the job is to:

Promote robust safeguarding practice and procedures across all provisions operated by Ruskin Mill Trust (hereafter the Trust or RMT) and to ensure that this practice is effectively lead by the Designated Safeguarding Lead (DSL) at each RMT provision.

Provide strategic and corporate direction including professional advice on complex matters relating to safeguarding the vulnerable groups the Trust works with.

Lead on developing and enhancing collaborative working practices across all the Trust's provision and the local safeguarding boards and other agencies with whom they work in order to provide a seamless approach to safeguarding.

Ensure that the safeguarding practice and procedure followed at each of the Trust's provisions takes account of and implements the most recent version of the Secretary of State's guidance, Keeping Children Safe in Education, as well as other relevant legislation and guidance.

Lead a robust culture of safeguarding, directed through the Trust safeguarding governance systems, including the Safeguarding Children and Adults Operational Assurance Group.

Provide expert advice, on all issues related to safeguarding children, young people and adults at risk, to the RMT Trustees, directors of the Trust's subsidiary companies and trusts, and to members of the RMT Executive Team (ET). In particular provide expert advice and support to the RMT Trustee with responsibility for Safeguarding and to the Director who is the ET member with responsibility for Safeguarding.

Trust Head of Safeguarding, Children and Adults - Updated November 2020 - This job description is part of an ongoing process of collaborative review and is likely to change over the coming months.

Demonstrate advanced skills and competencies to support and assist the DSLs and provision leads at each of the Trust's provisions as they develop appropriate practice to safeguard the children, young people and adults at risk at their provision.

Initiate research and add to research evidence in the field of safeguarding to enhance the Trust's provision of effective, evidence based practice across all aspects of the work of the Trust.

The post holder will be expected to embrace, articulate and work with the Ruskin Mill Trust's objectives, vision, values, purpose and method, ensuring that the Ruskin Mill Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the Trust.

The post holder is to contribute to the whole life of the Trust and its provisions always remembering that the Trust's core purpose is to improve the education and lives of the children, young people and adults a risk on roll at the each of the Trust's provisions.

The post holder may be required to carry out duties at any of the Trust's provisions, and at such other places as may reasonably be required.

Some evening and weekend working will be required.

Main Duties

1. To provide Trust wide strategic leadership on all issues related to safeguarding children, young people and adults at risk.
2. To ensure that suitable and effective policy, practice and procedure documents are in place for each of the Trust's provisions and that they are reviewed and revised each year. These must take account of the requirements of each local authority and their safeguarding adults and safeguarding children's boards and must be published in the relevant place on the Trust's website.
3. On behalf of the ET member with responsibility for Safeguarding, to ensure the Trust meets its obligations as laid out in the Secretary of State's guidance, Keeping Children Safe in Education (in its most up-to-date version) and in relevant legislation including: the Children Act 2004, Working Together to Safeguard Children 2015, Care Act 2014, Mental Capacity Act 2005, as well as multi-agency statutory guidance on Female Genital Mutilation April (2016) and other relevant legislation and guidance in order to ensure the Trust provides safe effective and well led services which effectively safeguard children, young people and adults at risk.
4. To be responsible for ensuring the delivery of a robust and effective safeguarding across the Trust, providing leadership and direction to the Designated Safeguarding Leads (DSL) and to provision leaders in each school, college or other provision operated by the Trust.
5. To lead the development of the Trust's strategy regarding all aspects of safeguarding, working with key internal and external stakeholders to deliver a comprehensive and cohesive safe and effective safeguarding service for the Trust.

6. To provide professional leadership in monitoring and evaluating the effectiveness all actions taken at each of the Trust's provisions in relation to safeguarding children, young people and adults at risk.
7. To provide expert level of knowledge, leadership and professional advice in relation to Safeguarding children, young people and adults at risk, across the Trust, taking account of lessons learnt from national and local Case Reviews, best practice evidence and research, and in relation to FGM, CSE, and related issues.
8. To champion best practice in safeguarding throughout the whole Trust and its partners.
9. To ensure robust processes are in place to carry out investigations in relation to any safeguarding issue which arises in any of the Trust's provisions, from initial scoping, management and review and analysis through to the development of recommendations and action plans.
10. To ensure that the effectiveness of safeguarding practice and procedure at each of the Trust's provisions is regularly reported to the Trust's Safeguarding Board and to RMT Trustees and ET.

Operational Responsibilities

1. To carry out the role of the Designated Safeguarding Lead for any provisions as and when needed to cover recruitment gaps, and to provide support and supervision to the Designated Safeguarding Deputies.
2. To provide support and specialist evidence based advice to colleagues across the Trust in relation to safeguarding concerns and to act as a resource with expert knowledge for the ET and Trustees on all aspects of practice in relation to safeguarding children, young people and adults at risk.
3. To ensure, through advice, guidance and monitoring, that DSLs and provision leads at each of the Trust's provisions carry out their roles effectively in liaising with local authority safeguarding boards (for both children and adults), police and other agencies, in the event of action being taken in relation to safeguarding.
4. To ensure that, at each of the Trust's provisions, the Prevent agenda is embedded and effectively implemented.

Training

1. To take a lead role in developing and maintaining the Safeguarding Training Strategy within the Trust ensuring it meets the mandatory and statutory training requirements and that it is delivered to a compliant level across the Trust.
2. To ensure that all staff members and all self-employed contractors (especially SLPs) receive and understand safeguarding training at a level suitable to their role at the Trust.
3. To work with the HR directorate and the corporate training and development team in ensuring high quality and effective learning and development opportunities are available for all staff to develop and enhance their knowledge, skill and understanding in relation to safeguarding.

4. To work with the Department of Human Resources to train and then further develop the capability of DSLs and Senior Leaders to follow the Trust's staff investigation processes with regards to allegations against staff.
5. To ensure that suitable supervision arrangements are in place for all safeguarding staff across the Trust and to ensure that uptake is monitored and that there is a regular audit on its effectiveness.

Quality and Safety

1. To undertake regular validated audits of safeguarding arrangements and their effectiveness in each of the Trust's provisions and present the results to the RMT Safeguarding Board and to the ET and Trustees.
2. To provide expert support, guidance and signposting to the Trust's DSLs, other staff members and related external professionals about legal processes, key research and policy documents.
3. Ensure that databases and performance records in use across the Trust are effectively maintained and monitored. These include those in use that relate to safeguarding children, young people and adults at risk, occurrences and restrictive physical interventions, Deprivation of Liberty and other performance management standards.
4. To support the ET, provision leaders, Heads of Services and DSLs in ensuring the Trust's regulatory requirements, including those of the Ofsted, Care Quality Commission, Local Safeguarding Boards and Clinical Commissioners Safeguarding Standards are adhered to and reported on.
5. To deliver regular reports to the RMT Safeguarding Board, ET and Trustees, outlining learning if appropriate, both internally and externally as required.
6. To attend, with the relevant provision's DSL, any Local Authority Safeguarding Adult and the Safeguarding Children Boards as required on behalf of the Director with responsibility for Safeguarding, ensuring effective communication and application of requirements from those Boards.
7. To coach and mentor the key personnel within the Trust, quality assuring systems and developing them further to ensure achievement of the safeguarding objectives. Ensuring good self-evaluation and improvement plans are in place.
8. Working with the DSLs at each of the Trust's provisions, to provide assurance to the provision leaders, the RMT ET and trustees and Local Authority Safeguarding Boards that effective compliance with regulatory and statutory requirements is in place, overseeing and reporting the corrective actions to ensure compliance as required.
9. To liaise with the Trustee responsible for safeguarding ensuring they are kept up-to-date on a regular basis on issues with regards to safeguarding, risks and best practice.

10. To lead on discussions of highly sensitive and highly contentious information, when these are required, in relation to safeguarding issues with staff and partner agencies such as the police, local authorities and criminal justice agencies as appropriate.
11. To ensure that all key data related to safeguarding across the Trust is recorded, stored and maintained to an agreed standard and is of good quality.

Policy, Service, Organisational and Professional Responsibilities

1. To contribute to the dissemination and implementation of the Trust's organisational policies and procedures.
2. To contribute to the planning and strategic organisation of safeguarding services within the Trust through a mutually agreed strategy within the Trust and partnership organisations. This strategy must encompass all specialties throughout the Trust.
3. To work with DSLs and Director of PSTE in forming a unified vision and objectives of improvements across the Trust.
4. Foster a culture of professionalism and clear leadership to achieve excellence in operational practice through the workings of all the safeguarding teams in each of the Trust's provisions.
5. To develop and formulate long term strategic plans in relation to the Trust's work in safeguarding, and to co-ordinate local developments, which reflect appropriate national strategy and policy.
6. Where required by the RMT ET, to take the safeguarding lead on specific projects across the Trust.
7. To develop and maintain strategic and operational partnership relationships across health, education, local authorities, police and voluntary organisations.
8. To have a good understanding of the vision and method of The Trust, Practical Skills Therapeutic Education (PSTE) and to provide advice to the RMT ET on any issues particularly related to safeguarding in relation to it.
11. To continue to be up-to-date with the benefits of PSTE and the 'Seven Fields of Practice' and how they inform a PSTE curriculum or supports the national curriculum when speaking with external stakeholders, parents and students.
12. To attend meetings as required, and to contribute and present accordingly.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.

4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.
11. To deliver training or development opportunities as required.
12. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Trust Head of Safeguarding, Children and Adults will oversee the effectiveness of the work of the DSLs across the Trust and may be required to supervise additional designated staff. DSLs will be line managed by the provision leads.

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

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Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification / Training and Development Requirements

Position: Trust Head of Safeguarding, Children and Adults

The qualifications, skills and experiences that we are looking for are:

Selection Criteria	Essential Criteria	Desirable Criteria	Means and Assessment
Education / Qualifications	<ul style="list-style-type: none">• Degree in education or health care related subject• Formal qualification/ course related to specialist field or equivalent experience• Safeguarding supervision training/ experience	<ul style="list-style-type: none">• MSc in a related subject	Application

Skills / Abilities	<ul style="list-style-type: none"> • Demonstrable ability to critically appraise and develop safeguarding services/ systems, and manage any associated change process as appropriate • Ability to assess, investigate and write detailed coherent reports regarding case alerts and incidents • Excellent inter-personal and communication skills with the ability to build personal and professional credulity at all levels of the Trust as well as with external partners • Ability to motivate colleagues/ peers leading through example • Evidence of reflective practice • Ability to challenge poor practice and support individuals to improve • Ability to develop and negotiate change that is sustainable in practice • Demonstrate an understanding of the roles and functions of other statutory and voluntary bodies • Demonstrable ability to provide evidence focused specialist • Ability to develop and provide education, training and supervision to multidisciplinary staff at all levels across the Trust • Demonstrate ability to work as a specialist in her/his own field of practice alongside other professionals and clinicians • Demonstrate ability to implement research findings to inform evidence-based practice 		Application & Interview
	<ul style="list-style-type: none"> • Able to demonstrate an understanding of professional issues, their relevance and application across all education and care interfaces • Able to make decisions independently, and seek support/ advice when required • Ability to manage budgets and control costs • High degree of political awareness 		

Experience/ Knowledge	<ul style="list-style-type: none"> • Significant current experience at a senior level within safeguarding, with line management experience in a similar multi-site organisation • To be currently practicing in the field of safeguarding and have an understanding of forensic matters • Current experience of leading a safeguarding function and team • Experience of leading complex case reviews • Expert knowledge of strategic and operational leadership skills and able to demonstrate implementation into practice • Proven track record of interagency partnership working • Evidence of detailed knowledge in National and Local legislation, developments and policies relative to safeguarding • Knowledge of governance frameworks for safeguarding arrangements and their application in practice • Clear and precise presentation training skills in both informal and formal settings with focused aims and outcomes • Experience and involvement in training all grades and disciplines of staff with proven aims and outcomes • Knowledge and experience of developing needs-based services for children, young people and adults • Demonstrable experience of leading strategic and cultural change including implementing improvements • Extensive knowledge of legislation and policy and its application into practice • Evidence of protocol development, formulation and implementation of policies • Promotion of evidence based practice in all education and care practice through a variety of governance mechanisms 	<ul style="list-style-type: none"> • Presenting and training • Experience of presenting to Board members and senior decision makers • 	Application & Interview
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	<ul style="list-style-type: none"> • Evidence of monitoring and measuring safeguarding outcome • Able to demonstrate previous experience of successfully delivering in a customer focussed business, resulting in high levels of customer satisfaction • Ability to maintain a strong team ethos and a goal-oriented approach • Well organised • Highly resilient 		
Personal	<ul style="list-style-type: none"> • Effective communication skills, including electronic, written and verbal • Demonstrable high level of personal professional autonomy and accountability • Able to drive between Trust sites and work flexibly as required by the service to cover all the Trust sites • Full drivers licence • Able to attend all off site meetings as may be required by the needs of the service • Willingness to understand anthroposophy • Willingness to embrace, articulate and work with the Trust's objectives, vision, and values • Commitment to promoting and safeguarding the welfare of children, young people and vulnerable adults • Commitment to the promotion of the Trust's ethos 	<ul style="list-style-type: none"> • Evidence of continuing professional development 	Interview

Training and Development Requirements

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Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
	7 Fields of Practice (Internal training)	First available opportunity	8 days over a period of 1 year
	Safeguarding - Internal Policies and Procedures	Within 2 months of commencing role	3 hours
	Local Safeguarding Children's Board foundation and advanced training	At the first training opportunity	Variable depending on safeguarding board
	Equality and Diversity	Within 2 months of commencing role	2 hours
	Safer Recruitment in Education	Within 3 months of commencing role	On-line training
	MAPA Training (De-escalation and Restraint Training)	At the first training opportunity	2 days
	Craft / Research	As agreed with the line manager	1 day per week for a minimum of 3 months

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