

## MEDWAY COUNCIL - JOB PROFILE

<b>JOB TITLE</b>	Education Lead in MASH
<b>DIRECTORATE</b>	Children and Adults
<b>SERVICE</b>	SPA/MASH (Single point of access/Multi agency Safeguarding Hub), First Response
<b>RESPONSIBLE TO</b>	Team Manager
<b>GRADE</b>	Range 4
<b>JOB FAMILY</b>	PSE0510

### MAIN PURPOSE OF JOB

To act as the lead educational professional in the MASH team, maintaining and developing constructive relationships with a broad range of internal and external stakeholders and specifically with education professionals from a wide range of services and disciplines both in and across the south east region.

To work as part of a multi-agency integrated team assessing contacts regarding children aged 0-18.

To comply with legislation, statutory guidance and local policies and procedures.

### ACCOUNTABILITIES

Through liaison, dialogue and searching appropriate databases collect and collate the relevant educational information to support the multi-agency risk assessment.

Record, interpret and present education 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, in written and verbal forms, and with sound rationale, highly complex education related safeguarding information to a wide range of professionals.

Participate in the MASH multi agency risk assessment to inform case management, advising where necessary and challenging decisions where appropriate.

Identify service gaps and issues relating to service pathways and/or cross boundary arrangements and raise with Line Manager.

Escalate evidence of ineffective safeguarding arrangements within or outside of the MASH.

Immediately report issues that require escalation or where the case is likely to become subject to press or public interest and raise with Line Manager

Demonstrate through personal and professional example a commitment to equality of opportunity for all groups of staff and service users and challenge discrimination, racism, sexism and other forms of unjust behaviour.

Raise standard of Education referrals by providing training and awareness raising for educational professionals, regarding a range of thresholds and referral processes.

Consult with educational professionals on a range of issues including complex cases.

Create appropriate forms, procedures and recording proformas to evidence referrals, complaints, actions and outcomes

Liaise with Educational establishments and professionals in order to ensure they are aware of new legislation and context in relation to Safeguarding and Information Sharing.

## KEY CORPORATE ACCOUNTABILITIES

To actively promote work life balance and flexible working in order to achieve high quality service delivery.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to Section 17 of the duty of Crime and Disorder Act 1998 to prevent crime and disorder.

At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

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## ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and Stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

### PERSON SPECIFICATION

QUALIFICATIONS	Assessment Method
NVQ 4 in working with Families with multiple and complex needs or another similar discipline	Application
GCSE Grade 5 or above including English and Maths (or equivalent)	Application
Relevant degree or related professional qualification (e.g. Degree in Social Worker, Foundation Degree in Youth Work, Diploma Level 5 in Youth Worker, PGCert Education) and/or extensive experience ( <i>Desirable</i> )	Application
EXPERIENCE	
Proven experience of assessing risk and need for children and young people.	Application
Current or significant experience of working with children within an education setting.	Application

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<b>KNOWLEDGE</b>	
Applies practical/procedural/organisational/policy knowledge in a specialist area and can turn theory into practical solutions.	Application
An understanding of some of the principle theories of child and adolescent development, including attachment theory and the concept of resilience.	Application / Interview
Knowledge of, and ability to operate within, professional and ethical guidelines.	Application / Interview
A comprehensive understanding of the roles of different agencies and how they work together.	Interview
An understanding of the legislative context as well as specific relevant legislation and guidance relating to safeguarding and sharing confidential information to support children.	Interview
An understanding of school and educational structures as well as how pastoral, SEN and family support is provided.	Interview
An understanding of the legislation and guidance relating to education and how that impacts on safeguarding and promoting the wellbeing of children and young people.	Interview
<b>SKILLS</b>	<b>Assessment Method</b>
Ability to demonstrate awareness of legislation relating to General Data Protection Regulations and Freedom of Information.	Interview
Able to analyse and interpret complex information and situations. Develops solutions and plans for the medium term. Adopts an imaginative and innovative approach.	Interview
Able to work independently within defined procedures, and can work outside of procedures, making decisions without referring to a supervisor/line manager, where necessary	Interview
Able to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences.	Interview
Ability to carry out tasks which impact on the wellbeing of people, including assessing needs, implementing care/welfare,	Interview

implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.	
Can supervise, co-ordinate or train other employees where required	Interview
Competent in the use of Microsoft Office packages as well as an electronic integrated children's system (eg: MOSAIC or similar).	Application
Ability to develop and use a structured approach to gather and record information about the child's, young person's and family's contact with services and interpret that in the context of possible safeguarding need.	Interview
<b>SKILLS cont/d...</b>	<b>Assessment Method</b>
Ability to contribute the educational perspective to multi agency meetings.	Application / Interview
Ability to recognise patterns of concern at both individual and population levels.	Interview
Ability to influence and contribute to an organisational climate that promotes open dialogue and supports reflection, critical thinking and constructive challenge.	Interview
Ability to make decisions, relevant to the role in consultation with others on a wide range of issues which may involve several work areas and where a number of options may exist.	Interview
Ability to deal with complex decision making involving a degree of uncertainty.	Interview
Ability to use lateral or creative problem solving where there is little precedence to draw on or a high level of uncertainty exists.	Interview
Understands and is committed to equality and diversity and treats everyone fairly and with respect.	Interview
Ability to maintain confidentiality at all times.	Interview



**(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES**

The post holder may be required to coordinate or train other employees where required and/or provide information and advice on internal procedures related to employees.

**(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

The post holder will have regular contact with the general public and partner agencies.

**FINANCIAL ACCOUNTABILITIES**

None; however the post holder must have the ability to understand cost implications of resource allocation, financial packages and make recommendations to managers about efficient and cost effective use of resources.

**WORKING ENVIRONMENT**

This post has been assessed as a hybrid working style.

The post holder will work predominantly in one of Medway Council's establishments or home location but use a wide variety of different workspaces in any environment. The ability to be flexible is essential.



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