



Senior Post Title: Safeguarding Team Manager
Grade: J

Job Purpose

To lead and oversee the Local Authority's education safeguarding responsibilities, ensuring effective systems, processes, guidance and support are in place to promote the safety and welfare of children and young people across educational settings. The post holder will provide strategic leadership for safeguarding practice within schools, particularly maintained schools, and act as a key link between Children and Education Services, schools and external partners.

The role is responsible for developing and maintaining effective relationships with school leaders, Local Authority Designated Officers (LADOs), Heads of Service, Directors, the Department for Education (DfE), Ofsted and other education providers to ensure statutory duties are met and safeguarding practice is effective, consistent and responsive to local and national priorities.

As a Team Manager, the post holder will lead service development, contribute to strategic planning and policy implementation, provide professional advice and challenge, and ensure resources are deployed effectively to support schools and improve outcomes for children and young people across the city.

Service Leadership Expectations

As a service leader you will be expected to demonstrate our core behaviours, built around four central themes:

- **Leading People:** by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
- **Equality Diversity & Inclusion:** by creating a culture of respect and inclusivity in the services we provide and embedded within our workforce. Ensuring Equality, Diversity and Inclusion, are fully considered in all our decisions and we give due regard to advancing equality.
- **Change & Innovation:** by driving change and a culture of continuous improvement, exploring new and innovative ways to design and deliver our services.
- **Collaboration:** by working across boundaries, building relationships and creating joined up services to deliver the best outcomes for the people of our city.

Specific Duties

1. **Lead the delivery of the Local Authority's education safeguarding responsibilities**, ensuring compliance with relevant legislation, statutory guidance, local procedures and best practice.



2. **Provide strategic leadership and oversight of safeguarding arrangements within educational settings**, promoting a culture of safeguarding and continuous improvement across the city.
3. **Develop, implement and review policies, procedures, guidance and resources** to support schools and education providers in meeting their safeguarding responsibilities.
4. **Manage and coordinate the provision of safeguarding advice, challenge and support to maintained schools**, ensuring safeguarding concerns are identified and addressed appropriately.
5. **Build and maintain effective working relationships with school leaders, governing bodies, academy trusts and education providers** to strengthen safeguarding practice and improve outcomes for children and young people.
6. **Work collaboratively with Local Authority Designated Officers (LADOs), Heads of Service, Directors and other senior leaders** to ensure a coordinated and effective approach to safeguarding across Children and Education Services.
7. **Represent the Local Authority at internal and external meetings, partnerships and strategic forums**, acting as the lead officer for education safeguarding matters where appropriate.
8. **Monitor, analyse and evaluate safeguarding performance, compliance and emerging risks**, providing reports, recommendations and action plans to support service improvement and strategic decision-making.
9. **Lead service development initiatives and continuous improvement activity**, ensuring safeguarding arrangements remain effective, responsive and aligned to local and national priorities.
10. **Manage resources, budgets and work programmes within the service area**, ensuring effective use of resources and delivery of agreed objectives and priorities.
11. **Maintain productive relationships with key external agencies and stakeholders**, including the Department for Education (DfE), Ofsted, safeguarding partners and regional networks, ensuring the Local Authority remains informed of national policy developments and best practice.
12. **Provide management, leadership and professional supervision to staff as required**, setting clear expectations, supporting professional development and ensuring high standards of performance and accountability across the team.

***This template is to be used for grades NCC-I up to NCC-K inclusively**



Numbers and grades of any staff supervised by the post holder:

2 Business Support Officers

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

Produced by: Alys Finch- Director of School Improvement

Date: July 2026



Person Specification:

Area of responsibility	REQUIREMENT	MEASUREMENT		
		A	AC	D
Vision, Strategy and Delivery	Experience as a service leader in a complex organisation, with experience of; - Delivering against outcomes and creating clear objectives - Creating a culture of continuous improvement - Commercially aware with strong analytical skills - Awareness of key issues in your market and for the city of Nottingham	✓	✓	
Leading People	Evidence of successfully leading teams, with experience of; - Motivating people and creating high performing services - Empowering others to take decisions - Successfully managing wellbeing and resilience - Ability to plan for the future, with effective workforce planning skills	✓	✓	
Change and Innovation	Able to lead service through change, with experience of - Evidence of leading change programmes, bringing others on the journey with you. - Identifying and delivering innovative service delivery models - Able to create a culture of continuous improvement	✓	✓	
Collaboration	A collaborative leader, with evidence of - successfully in partnership across different sectors and fostering / harnessing partnerships. - Able to develop a culture of collaboration. - Political acumen and able to develop productive relationships with senior figures within an organisation	✓	✓	
	A strong focus on ability and personal commitment to equality, diversity and inclusion, with evidence of:	✓	✓	



Equality, Diversity and Inclusion	- Delivery of inclusive services, understanding the challenges faced and how they can be overcome. - Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity. - Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.			
Technical Skills and Knowledge	Expert knowledge of education safeguarding legislation, statutory guidance and national policy, including responsibilities placed on local authorities, schools and education providers.	✓	✓	✓
	Knowledge of safeguarding arrangements within educational settings, including governance, compliance, assurance processes, audit methodologies and safeguarding best practice.	✓	✓	✓
	Ability to analyse and interpret complex safeguarding, performance and compliance data to identify risks, trends and areas for improvement, and translate findings into effective action plans.	✓		
	Knowledge of local authority processes, partnership arrangements and multi-agency safeguarding frameworks, including effective collaboration with education, social care, health, police and safeguarding partners.	✓		
	Full UK driving licence and access car insured for business use	✓		✓
	Relationship building skills, socially confident and adaptable	✓		
	Emotionally resilient	✓		
	Strong writing and reporting plus evaluative skills to and advanced level	✓	✓	
	Outcome focused with evidence of strong delivery in an education setting.	✓	✓	
	Evidence of the individual seeking out continual development opportunities, to include leadership and supervision.	✓	✓	
	Ability to work outside normal office hours	✓		
	Ability and willingness to travel both inside and outside the council area as required	✓		



	In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	✓	✓	
	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness	✓	✓	
	Undertake other duties within the general scope of the post.	✓		
	Demonstrates strong leadership in safeguarding practice by ensuring that all team members understand and comply with safeguarding principles and procedures relating to children and vulnerable adults. Able to identify and escalate potential signs of abuse or neglect and ensures appropriate action is taken in line with the Nottingham City Council Safeguarding Policy and the DfE's Keeping Children Safe in Education. Embeds a proactive safeguarding culture within the team by promoting professional curiosity, providing guidance, and ensuring that the welfare and protection of children and vulnerable adults are prioritised in all service delivery.	✓	✓	
Qualification requirement	A recognised qualification in Social Work, including Degree, PGDip, MA/MSc in Social Work, or the Diploma in Social Work (DipSW) or Qualified Teacher Status (QTS) or equivalent qualifications relevant for the role (such as National Professional Qualifications, NPQs)	✓		✓
Continued Professional Development (CPD)	Evidence of significant post-qualifying study and ongoing professional development relevant to statutory children's and education requirements, including leadership and practice development and monitoring	✓	✓	✓
A - Application	AC – Assessment Centre	D - Documentary Evidence		