

**Job Description**

**Job Title:** Practitioner Forum Co-ordinator and Training Lead Officer - Sunderland Safeguarding Children Partnership (SSCP)

**Salary Grade:** Grade 8

**SCP:** 31 - 35

**Job Family:** Organisational Support

**Directorate:** Neighbourhoods

**Work Environment:** Agile

**Reports/accountable to:** SSCP Business Manager

**Number of Reports:** 0

**Purpose:**

To lead on the co-ordination of safeguarding training for the Sunderland Safeguarding Children Partnership (SSCP).

This will include the co-ordination of the new Practitioner Forum, leading on the SSCP’s training offer and ensuring relevant partners meet their responsibilities in respect of safeguarding training.

**Key Tasks and Responsibilities**

**Practitioner Forum**

1. In the first instance, to establish a Practitioner Forum of relevant partners working with children and families. The purpose of the Practitioner Forum will be to:
   * bring senior staff and front-line practitioners together to explore topical and relevant safeguarding themes;
   * generate a greater understanding of the barriers which must be overcome if outcomes for children and young people are to improve; and
   * create and add to a workforce development plan to tackle those barriers.
2. Thereafter to facilitate and co-ordinate the Practitioner Forum by:
   * working closely with the Chair of Performance and Quality Assurance Programme Board to identify three themes annually for discussion (one theme per year to be led by each of the three statutory partners);
   * inviting relevant senior managers and front-line practitioners to join the Practitioner Forum for each piece of work;
   * setting up and lead the initial ‘deep dive’ workshop for each piece of work;
   * establishing the working parties or task and finish groups which will complete the agreed tasks generated by the initial workshop;
   * monitoring the progress of the working parties and task and finish groups;
   * organising the final workshop of relevant partners to present the findings;
   * adding the workshop recommendations to the SSCP workforce development plan;
   * ensuring partners are aware of any new responsibilities in respect of the workforce development plan; and
   * starting the next piece of work for the Practitioner Forum in a timely way.
3. To report all activity in respect of the Practitioner Forum to the SSCP Business Manager and the Chairs of the Performance and Quality Assurance Programme Board and the SSCP as required.

**SSCP Training Offer**

1. To lead on the SSCP’s Training Strategy including conducting an annual multi-agency training needs analysis.
2. To create and maintain the SSCP’s Workforce Development Plan.
3. To co-ordinate the SSCP’s on-line training offer at Levels 1 and 2, the direct management of which will be delegated to the SSCP Administration Officer.
4. To co-ordinate the training offer delivered in kind by the three statutory partners at Levels 2 and 3 and ensure it is fit for purpose, covers all areas required by the workforce development plan and is advertised to all relevant partners. The administration of attendance at this training will be delegated to the SSCP Administration officer).
5. To deliver ‘Train the Trainer’ packages to ensure partners are able to contribute effectively to the workforce development plan.
6. To commission any specialist training outside the expertise of the statutory partners which is required as a result of the work of the Practitioner Forum, ensuring first that agreement to fund this training is obtained from the statutory partners.
7. To evaluate and report to the SSCP as required (including the production of an annual report) on the effectiveness of the training delivered by the statutory partners, and any which is commissioned, by:
   * collating numbers of front-line practitioners who attend each of the training packages on offer, including the e-learning;
   * observing and quality assuring each of the training packages being delivered annually;
   * analysing practitioner feedback about the training; and
   * conducting one multi-agency audit per annum, 12 months after each Practitioner Forum final workshop, on each of the themes explored.

**Supporting Partners**

1. To keep up to date with research, national and local developments and statutory requirements around safeguarding and child protection matters. To analyse research material and publications and to ensure that these are reflected in training materials. This will include incorporating lessons from Serious Case Reviews and Child Safeguarding Practice Reviews into training.
2. To attend conferences and training, as appropriate, to maintain own professional development and to provide feedback on new ideas and practice around safeguarding children.
3. To participate in and contribute to regional safeguarding training and peer support groups to inform own practice.
4. To offer support and guidance in relation to safeguarding children and child protection training as required. To act as a ‘sounding board’ for queries in respect of partners’ training.
5. To identify and formally report to the SSCP any issues arising from the delivery or observation of training (including feedback given about training) which have implications for policy and practice locally and regionally.
6. To organise and lead an annual SSCP safeguarding conference for relevant partners.
7. To organise and lead an annual SSCP safeguarding conference for children and young people.
8. To maintain the SSCP website to ensure it is up to date and fit for purpose.

**Other responsibilities**

1. To undertake essential SSCP business in the absence of the SSCP Business Manager.
2. To undertake any other duties commensurate with the job as required by the SSCP Business Manager.
3. To maintain up to date knowledge of the legislation, regulations and guidance that are relevant to the provision of child protection services to children and their families.
4. To comply with all Sunderland City Council policies and procedures.
5. A commitment to continuous improvement.
6. To promote and champion a positive organisation-wide culture that reflects the Council’s values.