



Role Profile

MACPT Education Lead

Prevention and Communities - Education

Role Profile: MACPT Education Lead	Role Profile Number: SBC_12754
Directorate: Prevention and Communities - Education	Reporting to: Director of Education
Grade: CFL 11	Date Prepared: July 2026

Our Values

Our [Values](#) shape how we work for the people of Swindon. They guide how we make decisions, how we deliver services and how we work with our communities and partners.

Our Values are:

We SEE – people, not problems – and stay curious to understand their story.

We HEAR – each other and the people we serve

We CARE – about our colleagues, our residents and our community

We ACT – with integrity, accountability and purpose

We LEARN – from data, feedback and experience so we keep improving

These five values describe the standards we hold ourselves to as a Council, and what residents and partners can expect from us.

The Swindon Commitment

The [Swindon Commitment](#) shows how we bring our Values to life every day, in every role, across all that we do. It turns our Values into practical promises between the Council, our colleagues and the people we serve so we can work together to deliver the best possible services and support.

Created with colleagues from across the organisation, the Swindon Commitment sets out a shared understanding of how we work, lead and behave. Rooted in our five core values, it reflects how we listen to, include and respond to residents, communities and each other.



Purpose:

To ensure that the education sector fulfils its statutory safeguarding responsibilities and contributes effectively to multi-agency child protection arrangements, in line with government expectations for MACPTs. The role strengthens the voice of education within statutory safeguarding processes, ensuring that high-quality, accurate, and timely educational information informs multi-agency decision-making for children experiencing or at risk of significant harm.

Government guidance requires MACPTs to deliver coordinated, timely, and evidence-based responses to children at risk, including robust Section 47 enquiries, strategy discussions, child protection conferences, and multi-agency planning. The Education Safeguarding Lead ensures that education settings meet their duties under *Keeping Children Safe in Education*, *Working Together to Safeguard Children*, and wider statutory frameworks, providing specialist educational safeguarding expertise that supports proportionate, trauma-informed, and child-centred interventions.

Operating at both strategic and operational levels, the postholder provides professional challenge, scrutiny, and assurance across MACPT activity, ensuring that educational needs, risks, attendance patterns, SEND information, and protective factors are fully integrated into assessments and plans. The role also supports compliance with government expectations around multi-agency information-sharing, quality assurance, inspection readiness and safeguarding governance.

Through direct involvement in multi-agency meetings, safeguarding investigations, assurance visits, and cross-service collaboration, the Education Safeguarding Lead contributes to improved outcomes for children by ensuring that education settings are supported, held accountable, and equipped to deliver safe, inclusive, and responsive practice. Ultimately, the role plays a pivotal part in ensuring the MACPTs operate in line with national standards, delivering coordinated, effective safeguarding responses that protect children and promote their wellbeing, safety, and educational success.

Key responsibilities and accountabilities:

- Provide timely specialist educational advice, guidance, and professional consultation on safeguarding matters involving children and young people.
- Act as the representative for Education and Learning to support Multi-Agency Child Protection Team referrals and where there is an urgent child protection issue and to assist accountable case holders in meetings and case conferences as required.
- Ensure that Education, Health and Care Plan (EHCP), graduated pathway documents and other Education Directorate involvements are accurately reflected in Child Protection (CP) plans.
- Facilitate the exchange of education information, participation where appropriate in Strategy Meetings and Child Protection Conferences, and provision of safeguarding guidance to education practitioners.
- Work with colleagues to collate information for CME/PME referrals and contribute to the services response.
- To act as a conduit to information sharing between the Multi-Agency Child Protection Teams and education providers to enable the right decisions to be made for children.

- To provide consultation and advice to schools and education professionals.
- Provide staff within the Multi-Agency Child Protection Teams with information and advice as it relates to education.
- Proactively gather and share safeguarding information to support risk assessment and planning.
- Provide information in relation to schools to professionals within the Multi-Agency Child Protection Teams.
- Liaise with the Children Missing from Education and Elected Home Education Teams to triangulate information in relation to children missing from education and those reported missing
- To act as a link between schools and the LADO when appropriate.
- To act as liaison between the Multi-Agency Child Protection Teams and Education Services to ensure vulnerable children and young adults receive their education entitlement.
- To facilitate and enhance communication between the Multi-Agency Child Protection Teams and education providers.
- To be a first point of contact for education providers.
- To contribute to the work of the Multi-Agency Child Protection Teams.
- Provide professional challenge and scrutiny to ensure proportionate and effective safeguarding interventions.
- Participate in Multi-Agency group supervision arrangements to support reflective practice and continuous improvement.
- Work closely with all colleagues in the SBC education department to ensure comprehensive educational input.
- Provide Education representation, where required, on key safeguarding groups.
- Act as a liaison between education settings and social care.
- Support data flow from education.
- Communicate and seek feedback from education stakeholders.
- Identify issues and trends that may have an impact in their area of responsibility to enable appropriate action to be taken.
- Drive change and embed new ways of working to ensure high quality service delivery and value for money.

Supplementary Accountabilities

- Maintain systems and input data on vulnerable children; produce reports to include data on CME/PME/EHE, exclusions etc.

Managerial

- To contribute to and take responsibility for multi-agency audits in respect of the role of education in safeguarding children, identifying any learning, and ensuring that this is taken back within education for action, support and improvements.

Professional

- To plan their allocation of time and resources to ensure the work involved is completed to standard and on time within agreed service specifications.
- To participate in Quality Assurance processes and ensure work is completed on time and to service standards, reporting to their line manager.
- Be available to respond to enquiries across the team from professionals including schools, parents, and local authority officers.
- Work closely with other MACPT partnership leads e.g. police, health.

Decision making:

- Work collaboratively with professionals within the Multi-Agency Child Protection Team, colleagues, other agencies, individuals and families to ensure the inclusion of education colleagues in safety planning for children and young people.
- Support decisions on operational service delivery, such as design of new ways of working and structures.

Job Scope

Number and types of jobs managed:	1
Budget Holder:	No
Budget Value:	N/A
Asset Responsibility:	N/A

PERSON SPECIFICATION

Qualifications:	Essential or Desirable
Educated to degree level/relevant professional qualification (e.g Social Work, Teaching).	E
Knowledge and Experience:	
• Experience of the education system and legislative framework	E
• Undertaken the role of Designated Safeguarding Lead in an appropriate setting or extensive experience of working with early years or schools, including work on attendance and related issues.	E
	Essential

• Experience of effective multi-agency work and working across organisational boundaries and use of influence within multi-agency settings which has led to improved outcomes for children, young people and families.	E
• Experience of delivering strategies for service development which has led to quality improvement.	E
• Experience of effective partnership work with parents, children, young people and families and institutions /settings to develop and improve service provision	E
• An experienced safeguarding or child protection practitioner with strong analytical, reflective and decision-making skills.	E
• A sound knowledge and understanding of key education and safeguarding legislation which supports education entitlement including home education, children missing in education and exclusions.	E
• Experience of working within children's services and or schools with vulnerable groups and the ability to work under a high degree of pressure including unpredictable deadlines and dealing with conflicting demands.	E
• Wide knowledge and understanding of safeguarding and related national policies and the legislative framework affecting children, young people and families, and the wider local government and how these apply to local service developments, specifically regarding safeguarding children	E
Aptitudes, Skills and Competencies:	
• A wide range of effective communication skills in a variety of contexts and media including letter and report writing, formal meetings, group discussions, group supervision, and 1-2-1 supervision.	E
• Understanding of the importance of confidentiality and data protection.	E
• High level of self-motivation balanced with effective multi-agency teamwork.	E
• Excellent interpersonal skills and the ability to deal sensitively and professionally with a range of people including schools, external agencies and internal services/key professionals.	E
• Confident in navigating sensitive, high-risk situations.	E
	E

• Skilled in interpreting legislation, guidance and research, including <i>Keeping Children Safe in Education</i>.	E
• Experienced in working collaboratively across agencies, influencing practice and supporting cultural change.	E
• Able to provide authoritative professional challenge while maintaining positive working relationships.	E
• An excellent communicator, able to adapt your style to a wide range of audiences. • Motivated, organised, and able to work flexibly across a multidisciplinary environment.	E
• Good literacy, numeracy and IT skills and the ability to work across a range of IT platforms and systems.	E

Other Key Features of the role

It should be noted that the duties and tasks associate with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out other such appropriate duties as may be required within the grading level of the job.