

<b>Group Member:</b>		Luminate Group Services	
<b>Job Title:</b>		Safeguarding Learning and Development Officer	
<b>Reports to:</b>		Safeguarding Training and Development Coordinator	
<b>Job Grade</b>	LEG C	<b>Department</b>	Student Life

### ROLE SUMMARY:

The Safeguarding Learning and Development Officer will bring passion and commitment along with a restorative approach based on high challenge and high support, working with the Safeguarding Training and Development Coordinator to ensure safeguarding throughout the Luminate Education group is beyond effective. This will include a specific focus on the review, development and coordination of safeguarding and related training throughout the group along with bringing together all areas of the group to share good practice and embed consistent quality assurance processes throughout the group.

### SPECIFIC ROLE RESPONSIBILITIES:

1. Work with human resources and organisational development teams to monitor compliance with mandatory safeguarding training with specific reference to the Statutory Guidance Keeping Children Safe in Education, Prevent Duty and Local Safeguarding Partnership protocols
2. Support with the development, implementation and monitoring of a group wide annual training offer on the range of safeguarding topics including the Prevent agenda and contribution to the evaluation, review, design and delivery of safeguarding related training.
3. Maintain, design, and develop e-learning modules on Learning Management Systems (LMS) to enhance accessibility and engagement. Ensure training content is current, interactive, and impactful, incorporating updates in statutory guidance and local safeguarding arrangements.
4. Design and develop new virtual and face to face training resources with a focus on contextual safeguarding topics, collaborating with external agencies and continuously updating personal CPD to ensure content remains current, credible, and aligned with local and national guidance and policies.
5. Analyse data to inform any specific intervention required in terms of any patterns of concerns that could be addressed/supported through additional training

6. Design and develop innovative and engaging content for online platforms tailored for both staff and students. Create and curate safeguarding updates for staff, students, and parents/carers, ensuring information is clear, relevant, and accessible.
7. Assist in the development and implementation of targeted marketing strategies and materials (e.g., brochures, online content, presentations) to promote safeguarding training programs and attract external clients and generate income.

#### **CORE RESPONSIBILITIES:**

1. Build strong, collaborative relationships with staff across all Luminate organisations to promote and share best practices in safeguarding. Work closely with the Safeguarding Training and Development Coordinator to ensure staff understand their statutory responsibilities in accordance with current legislation and local procedures.
2. Drive the quality of CPOMS recording by delivering ongoing training, providing targeted coaching, and supporting individual staff members to improve their safeguarding practices.
3. Develop and plan group-wide contextual safeguarding training for staff by analysing departmental trends, patterns, and Training Needs Analysis (TNA) data to identify and address specific training requirements across all aspects of safeguarding.
4. Assist the Safeguarding Training and Development Coordinator in ensuring the quality assurance of safeguarding practices across the group by supporting the completion of departmental audits and reviewing compliance with safeguarding arrangements.
5. Support the delivery of core group-wide training, including safeguarding induction sessions and Designated Safeguarding Officer training. Provide pre- and post-training administrative support, such as managing attendance registers and distributing pre and post-training resources.
6. Any other duties that are specific to the department.
7. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
8. Ability to participate in evening/weekend work as required.

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.

- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

**Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

**Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

**Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

**Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

**Passion**

*Encouraging all to have aspiration and passion in everything they do.*

**Creative**

*Always hungry to learn and looking ahead so we can be responsive*

<b>Job Title:</b>	Safeguarding Learning and Development Officer
<b>Department</b>	Student Life

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
D	Q1. Degree or equivalent higher level qualification	A
E	Q2. Appropriate professional qualification or portfolio demonstrating significant experience of training development and delivery within a safeguarding or Education context.	A
E	Q3. English and Maths at Level 2	A

<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>

E	EK1. Knowledge and understanding of a range of safeguarding issues in education and the society at large	A / I
E	EK2. Experience of communicating and promoting collaboration with internal and external stakeholders	A / I
E	EK3. Experience of engaging and influencing others to achieve improved outcomes	A / I
E	EK4. Proven experience in the full training lifecycle, from planning and development to delivery and evaluation	A / I
E	EK6. Ability to develop and implement innovative digital communications that ensure accessible delivery of key information	A / I
D	EK.7 Proficiency in LMS administration and e-learning module development	A/I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Excellent communication skills, with the ability to engage effectively with a range of people across diverse platforms, including verbal, written, digital, and social media.	A / I
E	SC2. Ability to establish effective working relationships, within and across teams in a range of settings	A / I
E	SC3. Strong time management, ability to work under pressure and to deadlines	A / I
E	SC4. A willingness to work flexibly both independently and as part of a team	I
E	SC5. Competence to analyse and interpret data to identify patterns and trends to steer training delivery	A / I

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Support and promotion of equality, diversity and inclusion	I
E	Promotion of a safe environment for children, young people and adults at risk to learn in	I
E	Commitment to the PREVENT agenda	I
E	Self-motivating and determined to overcome barriers to success. Commitment to professional standards	I
E	Restorative, strengths based practitioner demonstrating commitment to restorative practice approaches	I