

Education Safeguarding Training and Review Advisor

Permanent contract

Part-time and Term-time plus 2 weeks: 25 to 28 hours per week

Salary: £23,160.33 to £25,939.57 per annum (pro-rata from £38,685.85 Cognus Band 2, SCP 42)

Main Location: Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ (some travel involved)

Cognus Limited is a Local Authority Traded Company, which is commissioned by the London Borough of Sutton to provide education services to early years providers, mainstream schools and specialist education settings in Sutton. Wholly owned by the local authority, we deliver a wide range of high-quality services to deliver excellent practice that improve the lives of children, young people, and families in Sutton and beyond.

If you are seeking a significant challenge and have a strong track record of safeguarding in an education, social care, law enforcement, community or voluntary sector environment, then we want to hear from you.

We are looking for an experienced professional who is passionate about education safeguarding to join our established Education Safeguarding Team. An individual that enjoys a varied workload, can work as part of a team supporting the development the service in terms of training delivery and the completion of safeguarding reviews. An individual that is organised, creative, flexible and has excellent people skills. You will bring energy, ideas and enthusiasm to the team and have the ability to further strengthen relationships across the local area and in neighbouring boroughs. You will be able to deliver with excellence, working within a culture of empowerment, and operating in a cycle of continuous improvement

You must be a confident and effective communicator and be comfortable preparing and delivering training both virtually and face-to-face.

An ability to lead training sessions with education staff is vital, together with understanding how to develop training and guidance material to the needs of this audience.

You will be able to produce training materials that reflect the most recent updates for school staff and governors, Cognus staff, multi-agency partners, parents and pupils to ensure robust safeguarding procedures are in place and followed. You must be able to maintain a focus on safeguarding practice and the best outcomes for the children, young people and families that we support.

You will also be confident in report writing and providing feedback to school and education staff.



The role is part-time, and given the varied nature of training delivery, we ask that candidates are flexible with their working hours to accommodate training commitments which can be full-day or occasionally in the evening.

You will give us great commitment and in return we offer an excellent package including:

- i) Salary from £23,160.33 to £25,939.57 per annum (pro-rata from £38,685.85 Cognus Band 2, SCP 42)
- ii) Workplace pension scheme 4% to 8% matched contributions
- iii) 28 days annual leave pro rata (plus Bank Holidays)
- iv) Regular manager support and supervision
- v) Hybrid and flexible working
- vi) Staff benefits package, currently including Employee Assistance Programme, Perkbox and (upon completion of probation) Sovereign Healthcare Cashback plans
Cognus reserves the right to adjust these additional discretionary benefits to improve quality of their services provided, maintain affordability for the Company and to ensure benefits remain fit for purpose with staff needs.
- vii) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion
- viii) Cognus Coaching Programmes
- ix) An ambitious culture with friendly and supportive colleagues

Whilst we currently have a hybrid working arrangement, there will be an expectation that the successful candidate will need to be available to work in the office on a flexible basis, according to business needs. This role also involves travel to school sites.

If you are interested and would like to be considered for this role, please apply to recruitment@cognus.org.uk with the completed [application form](https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/), downloaded from <https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/>, outlining your suitability. The deadline for receipt is **midnight on 5th September 2025**. Candidates are requested to be available for interview on **18th or 19th September 2025**.

For an informal conversation about the role, please contact Hayley Cameron, Education Safeguarding Manager at hayley.cameron@cognus.org.uk.

All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed before the commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and Sutton's Local Safeguarding Partnership.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.



JOB DESCRIPTION

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| POSITION: | Education Safeguarding Training and Review Advisor |
| DIVISION: | Education Safeguarding |
| REPORTS TO: | Education Safeguarding Manager |
| GRADE/PAY: | £23,160.33 to £25,939.57 per annum (pro-rata from £38,685.85 Cognus Band 2, SCP 42) |
| MAIN LOCATION: | Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ (some travel involved) |

JOB SUMMARY

The Education Safeguarding Team provides training, support and guidance to all Sutton Education Establishments (PVIs, primary schools, secondary schools, colleges) to ensure that they are meeting their statutory duties to safeguard their communities, including, children and young people, staff, governors and parents/carers.

The team works in partnership with all Sutton agencies to support timely responses and integrating working to ensure that safeguarding and child protection is robust and sustainable.

The successful candidate will be primarily responsible for the delivery of training and carrying out safeguarding reviews, as well as supporting Cognus staff with advice and guidance, and the wider team with service developments. They will be responsible for ensuring training slides reflect current advice and best practice, and safeguarding review reports are of a high standard. The successful candidate will produce a safeguarding policy exemplar annually, in line with Keeping Children Safe in Education (KCSIE) guidance, which schools can choose to personalise and adopt. The successful candidate will meet regularly with the Education Safeguarding Manager to plan and ensure all deadlines are met.

The successful candidate will deliver safeguarding training to Cognus Colleagues and be responsible for updating the Cognus Safeguarding Policy annually.

The successful candidate will have oversight of Cognus' online reporting system - 'MyConcern' and contribute to termly reports and summaries, and advice and guidance to staff.

The successful candidate will work with the LSCP on updating the S175 audit annually, encouraging completion from education schools and settings, and providing comparison summaries to stakeholders on findings.

PRINCIPLE ACCOUNTABILITIES:



- a) To ensure all commissioned and traded work is delivered according to key performance indicators and contractual requirements and support education settings and the local area in delivering their safeguarding responsibilities
- b) To provide regular timely and accurate training for all Designated Safeguarding Leads in schools and other education settings as set out in DfE guidance and LSCP protocols, and provide support and guidance as needed, to enable appropriate safeguarding actions and quality referrals to be taken
- c) To plan, write and deliver training material
- d) To liaise and link with key personnel and leaders from the Local Authority, LSCP and other agencies, building knowledge, understanding and relationships with these key partners and schools
- e) To work with the LSCP on updating the S175 audit annually, encouraging completion from education schools and settings, and providing comparison summaries to stakeholders on findings.
- f) To ensure all school safeguarding reviews are carried out as part of a 3-year cycle and feedback provided to both the school and the Education Safeguarding Team
- g) To support schools with regular audits and visits to be confident and competent that they are meeting the Ofsted inspection requirements for Safeguarding
- h) To assist with Ofsted complaints about Sutton Settings undertaking assurance checks that they have acted and responded appropriately and completing a summary report in a response to Ofsted.
- i) To provide schools with a safeguarding policy exemplar annually, in line with KCSIE, which they can choose to personalise and adopt
- j) To provide appropriate challenge to schools on poor or ineffective practice, chairing meetings as required
- k) To ensure Cognus Limited staff receive required safeguarding training and the organisation fulfils its safeguarding responsibilities
- l) To ensure training is delivered/available on a range of topics for example, Safeguarding Awareness (and updates), Managing Allegations against staff, Safer Recruitment, MyConcern, Online Safety and Prevent
- m) Ensure the organisation has robust and effective safeguarding policies, and staff are aware of, and follow these accordingly
- n) To update the Cognus Limited Safeguarding Policy and Procedures annually
- o) To be responsible for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Cognus Limited, the School and other education settings and Sutton Council's Safeguarding Children Partnership.



- p) In conjunction with the DSL and Cognus policy, be responsible for the safeguarding of children within the service ensuring that the safeguarding policy is being followed by all staff and necessary reporting actions are taken
- q) Be responsible for following up with team members to ensure actions have been carried out by relevant parties to ensure the wellbeing of those involved
- r) Display a thorough awareness and understanding of, and comply with, Safeguarding regulations, policies and procedures.
- s) To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Cognus Limited, the School and Sutton Council's Safeguarding Children's Partnership
- t) Attend all required safeguarding training
- u) Carry out any other duties as reasonably required

GENERIC OBJECTIVES:

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care

GENERAL:

SAFER RECRUITMENT:

Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

PROCESSING OF DATA:

- a) You ("the employee") consent to the holding and processing of personal data provided by you to the Company ("the Company") for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and



reviews, the compulsory Disclosure and Baring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.

- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure and action taken can include dismissal without notice.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.



PERSON SPECIFICATION

The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required as necessary.

| No | Description | Criteria |
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| a. | To have a strong knowledge and understanding of Child Protection and the wider safeguarding agenda | E, S, I |
| b. | To have a strong understanding of a school or other education setting's role in keeping children safe | E, S, I |
| c. | To have experience of training preparation & delivery using a variety of media | E, S, I |
| d. | To have a good understanding of online safety, and the risks posed to children | E, S, I |
| e. | Ability to provide a high quality, customer-focused approach to service delivery, and continuously identify and implement opportunities for improving the service | E, S, I |
| f. | Experience of working positively with a variety of stakeholders both internal and external and demonstrate strong collaboration and partnership working | E, S, I |
| g. | Good interpersonal skills and ability to communicate effectively both orally and in writing with a wide range of individuals, groups and organisations | E, S, I |
| h. | Honours and upholds the Company's Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times. Understanding of confidentiality, GDPR and information governance issues and how these are observed and maintained | E, S |

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| KEY: | | D | Desirable | I | Evaluated at interview |
| E | Essential | S | Shortlisting criteria | T | Subject to test |

