

**JOB TITLE: Education Lead, Multi-Agency Child Protection Team**

**Full time: 36 Hours per Week – Fixed term for one year (a secondment will be considered from an educational setting)**

**Salary: Cognus Band 3 (Point 50), £44,660**

**Location: Hybrid - Cognus Offices, Wallington and remote working**

We are seeking an enthusiastic Lead Education Adviser with educational experience and expertise to join the Multi-Agency Child Protection Team (MACPT), a core team within Sutton's new Family Help model under the Families First Partnership (FFP) programme. This national initiative aims to transform how families receive help, ensuring timely, coordinated support with a strong focus on early intervention to prevent crisis.

The MACPT brings together lead child protection practitioners with expertise from social care, education, health and police. The aim of the MACPT is to strengthen child protection practice and improve outcomes for children through multi-agency collaboration, shared expertise, and improved quality assurance and communication. The team will place the voice of the child at the heart of decision-making and work preventatively to avoid escalation where possible by enabling earlier, proactive support so that families get the right help before statutory intervention is needed.

As part of statutory child protection processes, the multi-agency child protection team will convene strategy meetings, lead section 47 enquiries, convene child protection conferences and forums, oversee the development and delivery of child protection plans and keep them under review. They also provide specialist case consultation and maintain awareness of local safeguarding patterns and risks.

Within this context, the Lead Education Adviser will offer specialist educational advice and expertise, supporting safeguarding decisions and ensuring that children and young people open to the MACPT have the best possible educational outcomes. This includes providing strategic and operational oversight of the education elements within child protection plans, identifying and addressing barriers to learning, and working directly with schools, social care practitioners and wider services to ensure that progress is monitored and sustained. You will understand how barriers including trauma and unmet SEND can affect learning and attainment and work actively with the professional network to ensure there is a clear plan of support in place to address them and improve outcomes.

We are looking for a professional with safeguarding experience and a strong background working with disadvantaged and vulnerable children and young people within Sutton's educational landscape. You will be able to provide evidence-based advice, work independently as a self-starter, manage competing deadlines, and maintain clear oversight of the educational components of children's plans. Strong literacy, excellent communication skills and the ability to build positive working relationships across agencies are essential, alongside a calm, professional and child-centred approach.

This role is positioned within the MACPT as part of Sutton's Family Help model and will be



line-managed by the Strategic Lead for Children Known to Social Care in the Virtual School. The postholder will also contribute to wider work promoting the education of children with a social worker. The role will involve hybrid working, with the expectation that the successful candidate will work in the office on a regular and flexible basis, according to business needs, and attend in-person meetings across offices in Wallington, Carshalton and Sutton.

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

- i) Starting salary of £44,660 per annum (Cognus Band 3 Point 50)
- 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, life insurance, employee benefits platform and (upon completion of probation) health care *[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

If you are interested and would like to be considered for this role, please apply to [recruitment@cognus.org.uk](mailto: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 **5pm on Friday 8<sup>th</sup> May**. Candidates are requested to be available for interview on **Monday 18<sup>th</sup> May**.

For an informal conversation about the role, please contact Sara Martin, Strategic Lead for children known to social care, on 07534 528 680 or [sara.martin@cognus.org.uk](mailto:sara.martin@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

<b>POSITION:</b>	Education Lead, Multi-Agency Child Protection Team
<b>DIVISION:</b>	Sutton Virtual School
<b>REPORTS TO:</b>	Deputy Headteacher, Sutton Virtual School
<b>GRADE/PAY:</b>	£44,660 1-year fixed term contract A secondment arrangement will be considered from an education setting
<b>LOCATION:</b>	Cognus Offices and hybrid working

### JOB SUMMARY

The postholder will:

- Act as the education lead within the multi-agency child protection team in Sutton's Family Help model
- Ensure children under the remit of the MACPT receive high-quality education support and intervention
- Provide specialist educational advice, expertise and guidance to a range of professionals
- Provide educational contributions and recommendations to guide multi-agency safeguarding and planning
- Build excellent working relationships with schools, early years and post-16 settings, social care practitioners and wider partners such as Cognus teams, to strengthen partnership and multi-agency support for children and young people
- Monitor, analyse and report on trends in the outcomes of this cohort

### PRINCIPLE ACCOUNTABILITIES:

The main duties and responsibilities of the postholder are indicated below, although this is not exhaustive and other duties of an appropriate level and nature will also be required.

#### **Provide educational advice and expertise**

- Offer specialist educational advice to practitioners, partners and multi-agency professionals
- provide case consultation for practitioners who need MACPT expertise
- Deliver case consultation and advisory support to MACPT and Family Help practitioners.
- Gather, quality-assure and interpret key education information (attendance, progress, attainment, suspensions/exclusions, SEND, EHE) to inform multi-agency assessment and planning.
- Provide advice or support to contribute to preventing cases from escalating



### **Multi-Agency Safeguarding**

- Act as the education lead within MACPT, contributing to decision-making about safeguarding and promote effective, timely information sharing across the partnership
- Liaise with schools, settings and wider partners as needed to gather information to inform joint safeguarding decision-making
- Contribute to and, where necessary, attend strategy meetings, child protection conferences and forums, including for those not on roll, or where settings aren't able to attend
- Provide timely, expert advice and recommendations to inform strategy discussions, Section 47 enquiries and child protection conferences, as well as for cases within Family Help that are being considered for escalation
- Support safety planning by identifying and advising on educational neglect, barriers to education and school-based vulnerabilities

### **Improving education outcomes for children and young people**

- Improve educational outcomes for children open to MACPT or under consideration for escalation, ensuring their educational needs are clearly understood and addressed
- Identify and address barriers to education—including attendance, engagement, inclusion and unmet SEND—through the development of outcome-focused plans.
- Work collaboratively with education, social care and wider partners to design and monitor robust plans with clear targets, support strategies and regular progress reviews.
- Monitor the quality, progress and impact of education actions within plans, escalating concerns where necessary.
- Analyse trends and provide oversight of attendance, attainment, progress and exclusion data for the MACPT cohort.
- Undertake direct case work where required to resolve education barriers, working closely with the professional network around the child.  
Promote inclusive practice and champion engagement for children at risk of exclusion or disengagement.
- Identify potential safeguarding risks emerging from education-related patterns (attendance, behaviour, attainment).
- Promote early help by supporting early intervention within education settings and linking cases to appropriate panels and forums (e.g., SSAP, VPP, attendance panel).
- Work proactively with partners such as the Virtual School, Inclusion, Attendance, Early Years, SEND and others to ensure alignment with local priorities and to prevent suspensions, exclusions and persistent absence

### **Monitoring and Reporting Outcomes**

- Monitor and report on educational outcomes for vulnerable children, including attendance, attainment, progress and exclusions.



- Identify trends and emerging concerns and contribute to strategic planning for children with a social worker, in collaboration with the Virtual School and social care.
- Participate in multi-agency audits, case reviews and quality assurance processes, sharing learning to support continuous improvement.
- Maintain strong safeguarding knowledge, including statutory guidance (KCSIE, Working Together) and local procedures.
- Provide expert advice, consultation and training to education settings and multi-agency partners.
- Contribute to service development, improvement planning and cross-sector learning arising from MACPT activity.
- Share analysis and insights with education services and partners to support early identification of risk and targeted intervention

### **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) 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.
- b) 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.
- c) 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.*

Description	Criteria
Experience of working in a school setting and of working with children and families in education	E, S
Degree-level qualification or equivalent professional experience in education, safeguarding or a related discipline	D
Experience and expertise in children’s multi-agency safeguarding and contributing to decision-making, including child protection	E, S, I
Experience of representing education at strategy discussions, section 47 enquiries or child protection conferences	D
Experience of providing specialist education advice, consultation and support to professionals	E, S, I
Ability to make critical decisions in complex child protection cases and ensure statutory responsibilities are met	E, S, I
In-depth knowledge and understanding of multi-agency safeguarding policies, procedures and guidance, including key legislation and guidance such as Families First, Keeping Children Safe in Education, Working Together to Safeguard Children, and relevant linked guidance (e.g. Children’s Social Care: National Framework, Children Missing Education, Working Together to Improve School Attendance, Suspension and Permanent Exclusion)	E, S, I
Ability to analyse complex information and assess risk within the education context, including in relation to attendance patterns, exclusion data, SEND, EHE and NEET/CME	E, S, I
Proven ability to improve education outcomes for children by developing and overseeing individualised support plans	E, S, I
Ability to provide astute, bespoke, evidence-based advice and guidance on a wide range of education themes, including attendance, inclusive practice, supporting pupils with social, emotional and mental health difficulties and on improving academic outcomes	E, S, I
Willingness to work flexibly to meet the demands of the service, including attendance at multi-agency meetings and liaison with partners as needed	E, S, I
Experience of effective multi-agency working, and ability to work across professional networks	E, S, I



	High standards of communication skills with people at different levels inside and outside of the organisation, remaining objective and acting confidentially	E, S, I
	Ability to manage time effectively, to work on your own initiative to manage and prioritise the workload effectively	E, S, I
	Ability to gather and analyse data and information and share it with relevant partners to inform local area strategy and decision-making	E, I
	Work flexibly, with the ability to travel to offices in Sutton regularly in person; able to re-arrange work in relation to changing priorities and to meet the needs of the business	E, S
	Willingness to undertake ongoing learning, training and development	E
	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

<b>KEY:</b>	D	Desirable	I	Evaluated at interview	
E	Essential	S	Shortlisting criteria	T	Subject to test

