



<p><b>Title</b> Anti-bullying and On-line Safety Coordinator</p>	<p><b>Department</b> Children and Families Services Education, Learning &amp; Skills division Psychology Services Tackling Emerging Threats to Children (TETC) team</p>	<p><b>Post Ref.</b></p>
<p><b>Job Purpose</b> By working collaboratively with a range of other professionals, and especially with educational settings, to ensure that young people are helped to identify potential threats to their safety, emotional health and physical well-being, and to develop skills, resilience and support structures to meet these threats.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"><li>1. To develop and maintain the Local Authority's policy on anti-bullying/online safety interventions.</li><li>2. To be responsible for maintaining an up to date understanding of key issues and developments, legislation and national policy initiatives related to anti-bullying/online safety.</li><li>3. To support schools, other organisations and communities to develop their own anti-bullying/online safety policies, curriculum, and skills, including when and how to report concerns and to access help.</li><li>4. To ensure school staff are able to identify pupils who may be at risk of harm and know how to access support and guidance in all areas, but with particular responsibility for anti-bullying/online.</li><li>5. To ensure that school staff know how to access support and information on a range of 'threat' and health-related issues, and especially in the area of anti-bullying and on-line safety.</li></ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"><li>1. To be the accountable officer for the Local Authority's anti-bullying strategy with responsibility as the Local Authority's expert for providing advice and information on a routine basis, and in the event of specific incidents.</li><li>2. To work within the policies, procedures and guidelines of Nottinghamshire County Council, and within those of the Psychology Services.</li><li>3. To contribute to a traded model of service delivery which strives to generate income to off-set the operating costs of the TETC team.</li><li>4. To source, develop and maintain a set of easily accessible resources in specified areas of the TETC &amp; Schools Health agenda, and in particular around anti-bullying/online safety. These resources to include training resources for staff, teaching resources for use with children and their families, and model policies.</li><li>5. To fulfil a link role for the TETC Team to a number of Families of Schools.</li></ol>	

6. To support schools to access a range of quality assured interventions and training programmes designed to improve practitioner confidence and embed best practice, including through the delivery of training.
  
7. To work in partnership with others to develop resources, guidance and support materials to ensure that school staff, and young people and their families are appropriately supported in relation to potential threats to their well-being.
  
8. To provide consultative support to a range of staff who work with children may be experiencing bullying/ or where there are concerns around online safety and behaviour.

**The post holder will perform any duty or task that is appropriate for the role described**

***Person Specification***

***Education and Knowledge***

1. Holds a level four qualification (degree or equivalent)
2. Knowledge and understanding of Local Authority Children's services
3. Knowledge of social, emotional and mental health difficulties, the links to child psychology, and the benefits of specific approaches and interventions.
4. Knowledge of the child safeguarding agenda
5. Understanding of current issues which threaten the welfare of children in Nottinghamshire, including Child Sexual Exploitation (CSE); Radicalisation and Extremism; Forced Marriage and Honour Based Abuse; Female Genital Mutilation; Online Safety including Cyberbullying; Hate Crime and Prejudice-based bullying; Trafficking and Modern Day Slavery
6. Understanding of current legislation and inspection frameworks as they relate to Education and Children's Services more generally, and legislation, guidance and regulations as they relate to the specific emerging threats agendas.
7. Understanding of the key drivers in education which determine governance arrangements and influence partnership working, including multi-academy trusts, free schools, collaborations and federations

***Personal skills and general competencies***

9. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
10. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
11. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
12. Ability to meet agreed objectives and delivery targets by the effective use of resources.
13. Commitment to equal opportunities and inclusive education
14. Commitment to a functional understanding of behaviour, and to a relational approach to reducing bullying behaviours.
15. Ability to facilitate the sharing and development of good practice between different children's services, through the use of consultation, modelling, coaching, training and resource development.
16. Excellent oral, written and presentation skills.
17. Good ICT skills to enable independent working

Tier 7 – Experienced / Professional Staff

<p>8. Full driving licence (unless registered disabled)</p>	<p>18. Ability to facilitate and support organisations in their self-assessment of bullying, and in their planning processes.</p>
<p><b><i>Experience</i></b></p> <p>21. Experience of working with young people who have experienced bullying</p> <p>22. Familiarity with the functioning of schools and other educational settings</p> <p>23. Demonstrable experience of multi-agency working and the ability to share intelligence and best practice</p>	<p>19. Ability to challenge and guide others where policy or practice is found to be in need of improvement or is inadequate in some way.</p> <p>20. Ability to acquire complex information quickly and effectively, and in turn analyse, interpret and communicate this to a range of stakeholders through the most appropriate medium</p>
<p><b><i>Role Dimensions</i></b></p> <p>24. This role carries lead responsibility for the Local Authority's children's services in the development of 'best practice' in anti-bullying/online safety. The postholder will represent the TETC team at: -</p> <ul style="list-style-type: none"> <li>• the Youth Crime Prevention Advisory Group (YPAG)</li> <li>• and as a member of any task and finish group or local/regional network in respect of online safety, ant-bullying and peer on peer abuse as and when required (e.g. Regional Trans Toolkit Task &amp; Finish Group)</li> </ul> <p>25. This role carries no budgetary responsibilities</p> <p>26. This role carries no direct report responsibilities. The post-holder reports directly to the Team Manager, TETC</p>	

Date: May 2019