

## CTMUHB Job Description and Person Specification (Must accompany the technical document for the role)

<b>Job Title</b>	<b>Safeguarding Practice Educator</b>
<b>CAJE Reference Number</b>	<b>RYL/2024/0056</b>
<b>Band</b>	<b>Band 7</b>

### Job Overview

- Be responsible for developing, maintaining, overseeing and monitoring Safeguarding training throughout CTMUHB, alongside the Head of Safeguarding and Named Doctor.
- Work as a core member of the Safeguarding Team, with support from the Deputy Head of Safeguarding and Head of Safeguarding to identify and assess training needs of staff across the whole of CTMUHB and determine interventions to sustain and enhance training compliance and practice education.
- Be responsible for ensuring that all Safeguarding and public protection training reflects learning, and is aligned with current legislation, policies, guidance, national frameworks, CTMUHB and the Regional Safeguarding Board's priorities.

<p><b>MAE EIN GWERTHOEDD YN EIN HELPU NI I FOD AR EIN GORAU</b></p> <p><b>OUR VALUES HELP US BE AT OUR BEST</b></p>	<p><b>RYDYN NI'N GWRANDO, YN DYSGU AC YN GWELLA</b></p>  <p><b>WE LISTEN, LEARN AND IMPROVE</b></p>	<p><b>RYDYN NI'N TRIN PAWB Â PHARCH</b></p>  <p><b>WE TREAT EVERYONE WITH RESPECT</b></p>	<p><b>RYDYN NI I GYD YN CYDWEITHIO FEL UN TÎM</b></p>  <p><b>WE ALL WORK TOGETHER AS ONE TEAM</b></p>	<p><b>Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:</b></p> <p style="text-align: center;"><i><b>We listen, learn and improve</b></i></p> <p style="text-align: center;"><i><b>We treat everyone with respect</b></i></p> <p style="text-align: center;"><i><b>We all work together as one team</b></i></p> <p style="text-align: center;">To find out more about our values, visit: <a href="https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/">https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/</a></p>
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## Organisational Chart

This must highlight the role that the job description and person specification describes, showing the relationship to roles on the same level, two levels above and two levels below this role.



## Job Summary/Purpose

- The role will involve scoping the current provision; completing an organisational Safeguarding training needs analysis with support from senior nursing and medical colleagues; ensure training delivery is stratified and prioritised to meet service and organisational needs.
- The post holder will also promote the use of innovative education/training strategies, utilising a range of technologies including: mobile learning; podcasts; webinars; virtual learning environments etc, in order to increase learning opportunities for practitioners.
- The post holder will be required to contribute to ensuring that Safeguarding training has clearly identified learning objectives and outcomes, and that these are aligned with national legislative, regulatory and statutory requirements.
- The post holder will contribute to the CTMUHB Safeguarding intranet pages, maintaining and updating the contents linked to training and education; ensuring these are congruent with the requirements for high calibre organisational performance linked to Safeguarding.
- The post holder will operationally support the Multi-Agency Safeguarding Hub (MASH) and Child Protection Medical Hub, providing advice to colleagues across the organisation.

## Responsible to

**Reporting:** Deputy Head of Safeguarding

**Accountable:** Head of Safeguarding

**Professionally:** Head of Safeguarding

## Duties and Responsibilities

- Be responsible for ensuring the delivery of high-quality, evidence-based Safeguarding training and education to all staffing groups across CTMUHB. This will include pre and post-registration students studying within CTMUHB.
- Adhere to the principles of Clinical Governance and comply with CTMUHB policies and procedures.
- Develop, review, deliver and oversee Safeguarding training for all staffing groups across CTMUHB.
- Ensure new staffing groups are allocated competencies, aligned to the Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) National Training Framework, National Safeguarding Training, Learning and Development Standards and Intercollegiate Documents for children and adult's Safeguarding.
- Work closely with the Safeguarding managers to support the collection and processing of accurate and robust data on training compliance, to inform gap analysis, progress reports and escalation of concerns to Care Group leads.
- Work with the Deputy Head of Safeguarding and Head of Safeguarding to manage the overview of the CTMUHB training needs analysis, and support the development of local training plans which are stratified and prioritised according to service need.
- Review incidents, safeguarding investigations and reviews, using themes and intelligence to inform Safeguarding training and learning resources.
- Participate in practice reviews, ensuring learning is shared and incorporated into training programmes being delivered by Safeguarding practitioners.
- Work collaboratively with partner agencies and wider health colleagues to assess learning needs, develop and deliver learning resources.
- Attend and participate in regional and national training and learning groups.
- Provide formal written reports and presentations to senior management and external agencies as necessary

## **Implementing CTMUHB Training Strategy**

- Ensure the needs for transparency, consistency and clear safeguarding operating procedures which are well-understood and linked to training objectives, working closely with Safeguarding managers and Safeguarding team colleagues.
- Ensure regulatory, legislative and statutory requirements are considered when designing training provision, and that local services ensure safeguarding is considered in the development of any learning resource.
- Listen to all colleagues and patients/service users to ensure that vulnerable people or those at risk are fully supported and protected from harm.
- Provide specialist advice and support in relation to Safeguarding, public protection and domestic abuse and support the Head of Safeguarding in the implementation of the Health Board's Safeguarding strategy.

## **Management**

- Be responsible for the management and delivery of specific Safeguarding training sessions across the whole of CTMUHB.
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice.
- Participate in the Safeguarding rota to ensure attendance at relevant strategy meetings, and to be available to provide advice and support Health Board staff during regular working hours.
- Ensure all incidents are reported and documented as per the Health Board's Risk Management Policy.
- Participate in all aspects of Clinical Governance including investigations and completing risk reporting to support quality improvement, as well as through the development of action plans and recommended initiatives for practice improvement.

## **Education and Training**

- Be responsible for the teaching/delivery of training on a range of Safeguarding and public protection subjects, which includes specialist training.
- Actively seek opportunities to professionally develop, consistent with the principles of lifelong learning and in line with CTMUHB's Continuing Professional Development requirements.
- Take responsibility for personal development and education including statutory, mandatory, and in-service training.
- Maintaining stock of training materials and equipment, reordering goods/stock which are required.
- Scope and provide costings for any external training required for Safeguarding and public protection subjects, which will include bespoke specialist training that cannot be delivered in-house.
- Maintain accurate training records of all training and education events provided to CTMUHB alongside the training department and utilising the Health Board's Electronic Service Record (ESR).
- Where required, support and signpost colleagues with staff issues raised at education and training events and where required, exercise the "Duty to Report".

- Responsible for providing resources at education and training events which contain accurate and up to date information.
- Analyse feedback from education and training, utilising the voice of practitioners to drive improvements in training and education.
- Deliver presentations to large groups, as necessary to communicate highly complex and sensitive information in order to develop the knowledge of individuals and groups on Safeguarding.
- Use current research and evidence to contribute to the design, development, co-ordination, delivery and evaluation of Safeguarding training.

### Service Delivery

- Develop and implement safeguarding policies, practices or procedures, and be proactive in identifying and managing change within the Health Board.
- Work as part of a wider team, collaborating with other health colleagues and partner agencies to ensure consistent delivery of key safeguarding messages.
- Develop and maintain effective communication systems within and outside the Health Board and create an environment that encourages open communication and trust.
- Ensure that knowledge of current evidence based practice is maintained through the attendance of national and regional training delivery groups.
- Maintain and keep up with required skills through professional development and attendance at regional Safeguarding Board and National Safeguarding Service sub groups.
- Undertake audit and research in relation to safeguarding children in accordance with Health Board and Local Safeguarding Board requirements and priorities.
- Identify priority within areas for audit within the Safeguarding arena and carry out audits which are designed to improve practice and service throughout the Health Board.
- Present and/or publish audit and research results to promote evidence based practice and ensure that the results and key learning are incorporated and promoted into clinically effective service delivery and training.
- Work autonomously and have significant discretion to act within Safeguarding policies and procedures providing highly specialist advice directly to clinicians from a variety of professions.

Person Specification			
Qualifications and Knowledge		Experience	
<b>Essential</b> Evidence of relevant Degree in Nursing/Midwifery/Allied Health Professional, or equivalent experience, skills and knowledge. Master's Degree or demonstrate the equivalent skills, knowledge and	<b>Desirable</b> Postgraduate teaching qualification.	<b>Essential</b> Significant post registration experience which includes delivery of education and training. Experience of working with Safeguarding and public protection issues.	<b>Desirable</b> Experience of using a wide range of digital resources. Previous experience of developing safeguarding and public protection education packages.

<p>experience. A clear understanding of the Safeguarding agenda and relevant legislation. Understanding of confidentiality issues and principles of equal opportunities. Specialist Safeguarding knowledge that has been underpinned by theoretical knowledge, and relevant practical experience. Understanding of relevant statute e.g. Social Services &amp; Wellbeing (Wales) Act 2014, Violence Against Women, Domestic Abuse &amp; Sexual Violence Act 2015, and Modern Slavery Act 2015. Evidence of continuing professional development</p>		<p>Experience of working within a multi-disciplinary and multi-agency team. Experience in the development and delivery of training and learning resources. Experience of training large groups of staff from a wide range of designations. Experience of managing and analysing data sets.</p>	
<p><b>Skills and Attributes</b></p>		<p><b>Other Role Requirements</b></p>	
<p><b>Essential</b> Highly developed verbal, non-verbal and written communication skills. Excellent interpersonal and communication skills, teaching skills, assessing learner's needs, planning and organising programmes, delivery and evaluation. Can demonstrate CTMUHB values and behaviours. Evidence of contributing to practice development and quality improvement. Undertaking audits. Writing reports with standard keyboard skills. Presentation skills.</p>	<p><b>Desirable</b> Familiar with Microsoft Office suite applications.</p>	<p><b>Essential</b> Welsh Speaker (Level 1) or willingness to work towards achieving this level.</p>	<p><b>Desirable</b></p>

<p>Excellent and empathetic interpersonal and communication skills, both written and verbal Ability to prioritise work and work to policies and deadlines. Ability to prioritise own workload and that of others and ability to work on own initiative. Works well within a team and has the ability to motivate and lead the staff team and maintain good working relationships. Verbal reasoning skills.</p>			
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