



JOB PROFILE

DEPARTMENT: Children's Services	SERVICE GROUP: Children Social Care and Practice
POST TITLE: Child Protection Coordinator	REPORTS TO: Child Protection Coordinators Manager, Safeguarding and Reviewing
GRADE: PO5 plus £2000.00 additional payment (market supplement)	SAP POSITION NUMBER: 71089397 – permanent full-time position

The following information is to help prospective candidates understand the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders may be expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public, the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. **Please see the separate guidance information on how to complete the form located on Trustnet.**

Key Purpose of Post

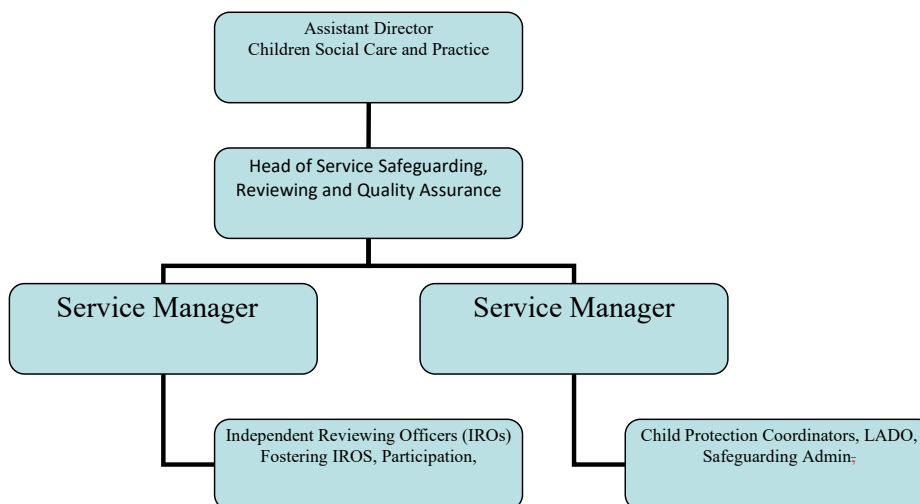
1. To safeguard children including those at significant risk of harm by assessing and managing risk and undertaking critical decision making including taking professional responsibility for decision making.
2. To provide effective challenge and oversight to social workers, managers and partners to raise the standard of child protection practice for vulnerable children and young people who have suffered or are at risk of suffering significant harm.
3. To provide quality assurance and support to the work of Bradford Children and Families Trust and other agencies to drive improvements in practice.

Main Responsibilities of Post

- 1 To chair Child Protection Conferences, arrange for appropriate attendance and chair such meetings according to the Children's Safeguarding procedures for Bradford and to conduct reviews and other meetings in relation to children subject to a Child Protection Plan. This includes issues such as, Forced Marriage, Perplexing Presentations, Female Genital Mutilation, Sexually Harmful Behaviour, Neglect, Abuse and Trafficking.
- 2 To ensure that each Child Protection Conference takes place in accordance with statutory regulations, guidance and departmental procedures, including screening to determine whether the threshold for a Child Protection Conference is met and/or other appropriate discussions and meetings under safeguarding procedures.
- 3 To hold practitioners and managers within the Bradford Children and Families Trust and the partnership to account for outcomes for children. This includes monitoring standards of practice and, where necessary, offering challenge around working practices that fail to meet the required standard.
- 4 To ensure that all conferences are child-focused and inclusive to promote best outcomes; representing the voice of the child in conferences even if children or young people do not attend. This includes access to representation and advocacy services.
- 5 To ensure that parents and families are provided with the opportunity to participate in conferences to represent their voices.
- 6 To contribute to driving improvements in practice by auditing cases where children and young people are supported by Child Protection Plans to ensure that senior managers are sighted on the quality of practice and that steps can be taken to support practice. To maintain and establish effective relationships with all appropriate agencies working to safeguard children and young people in Bradford and to support and lead on the development of local Child Protection forums and any locality based inter-agency teams.
- 7 To offer expert advice, support, consultation and mediation on practice issues when necessary to Children's Services staff in individual cases.

- 8 To work confidently and constructively with senior managers, providing independent oversight, professional scrutiny, and expert guidance to support high standards of safeguarding practice. and where necessary to escalate concerns appropriately.
- 9 To assist / conduct specific management investigations around safeguarding issues providing advice and expertise around Child Protection issues. This can include the conduct of investigations into senior staff in the Children's Trust and other organisations.
- 10 To monitor the quality of the other agencies' contribution, both written and verbal, to Child Protection conferences and the thoroughness of Child Protection plans, raising any issues with their manager and the appropriate practitioner and their manager/agency.
- 11 To assess and review the preparation, implementation and effectiveness of Child Protection Plans to safeguard and promote the welfare of children who fall within current or future priority categories; including working closely with managers and practitioners in the Children's Services Directorate and, as directed, to attend their management/team meetings in order to co-ordinate and feedback practice issues in relation to Child Protection.
- 12 To provide expert advice, guidance and when necessary provide professional scrutiny and constructive oversight in respect of safeguarding children to managers both within Children's Social Care and other agencies, as needed.
- 13 To design and deliver training programmes for practitioners and managers from all agencies involved in safeguarding children.

Structure:



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Special Knowledge Requirement: Essential for shortlisting.	
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column	
	Essential
Fluency in written and spoken English, with the ability to express complex ideas in a clear way for various audiences (children, parents, practitioners, senior managers etc).	x
Uses a range of complex IT packages relating to the area of work.	x
Comprehensive and current knowledge of legislation guidance and regulation relating to child protection and ability to interpret and apply in practice..	x
Knows and understands how to use, interpret, handle and communicate information appropriately.	x
Able to apply first-hand knowledge and experience of / to Child Protection investigations.	x
Ability to apply an understanding of child development in practical situations connected to children at risk of significant harm.	x
Ability to effectively chair multi-agency meetings in a range of settings.	x
Able to monitor standards of practice and where necessary offer professional scrutiny and constructive oversight around working practices that fail to meet the required standard.	x
Knowledge and experience of restorative practices, ability to build relationships with children, parents, carers and safeguarding partners.	x
Relevant experience requirement: Essential for shortlisting	

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Extensive experience of assessment and production of appropriate plans in relation to children and families.
Four years post qualification experience of statutory Child Protection system.
Providing supervision and or guidance especially around effectively managing risks to children.
Extensive experience of working with children in situations where safeguarding is an issue.
Relevant professional qualifications requirement: Essential for shortlisting
Recognised Social Work Qualification
Registration with Social Work England
Working Conditions
This post requires staff to work 37 hours from 8:30am to 5:00pm Monday to Thursday and 8:30am to 4:30pm on Friday. This will include chairing child protection conferences in various locations in the Bradford district (including schools, area offices etc). The post holder must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

Special Conditions		
The post holder will be required to have an enhanced DBS check and must be a member of their professional association Social Work England.		
Compiled by: Amandip Johal Updated July 2026 Nazia Khatoon	Grade Assessment Date: November 2020	Post Grade: P05 & £2000 market supplement