



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	Safeguarding Lead
<b>PAY/GRADE</b>	Point 24, £27,750 per annum
<b>HOURS</b>	37 hours per week, all year round
<b>REPORTS TO</b>	Head of Student Wellbeing and Engagement
<b>LOCATION</b>	Peterborough College
<b>JOB PURPOSE</b>	
<p>This role supports the operational delegated responsibilities of the Deputy Designated Safeguarding Lead (DDSL) for the College. Providing face to face support and guidance for students and staff, including those with additional Safeguarding duties as part of their remit.</p> <p>To act as a Deputy Designated Safeguarding Lead.</p>	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> <li>• Respond to initial enquiries and referrals relating to Safeguarding and Prevent issues or concerns, ensuring that appropriate action, referral and follow up is undertaken</li> <li>• Act as the Domestic Abuse Lead for the College in line with best practice following the local safeguarding board recommendations and training</li> <li>• Represent the College as delegate for the DSL/DDSL at multi agency boards and committees relating to the Safeguarding and Prevent agenda</li> <li>• Support staff who make referrals to local authority children’s social care and early help assessments</li> <li>• Act as one of the Prevent leads referring cases to the Channel Programme where there are concerns around radicalisation and extremism</li> <li>• Contribute to referrals to the National Referral Mechanism for those at risk of modern slavery and trafficking</li> <li>• Liaise with the Assistant Principal for Student Experience and Support to inform them of issues, especially on-going enquiries under Section 47 of the Children's Act 1989 and relevant Police investigations</li> <li>• Plan the Safeguarding Duty Cover rota during term time and college breaks</li> <li>• Assist with training and development of staff and students in relation to Safeguarding and Prevent and attend curriculum, internal and external committees and support area meetings as required</li> <li>• Ensure the completion of reports and attendance at Child Protection, Children in Need, Strat and Team Around the Child meetings and any other multi agency groups/meetings</li> <li>• Coordinate Safeguarding activities within the Student Services Team, including allocating cases to staff members within the Safeguarding Team</li> <li>• Hold case management meetings with members of the student wellbeing, safeguarding and engagement team reviewing support, progress and the supervision of staff</li> <li>• Support the audit and filing process by ensuring all safeguarding files are stored, recorded and managed in line with statutory frameworks</li> </ul>	



- Collaborate with feeder schools to support the timely secure transfer of files, ensuring responsive review and dissemination of key information to support student transition and interventions
- Monitor digital tracking software (Fastvue) in line with key statutory frameworks
- Work proactively to maintain external links with agencies and organisations, as appropriate, to meet child protection and vulnerable adults requirements
- Assist the DSL in ensuring that the college policy and procedure is fit for purpose, meets statutory requirements

### Generic

- Undertake duties under DSL training as an active member of the Safeguarding Team
- Contribute to Children in Care educational personal plans and mental health assessments/support plans/crisis recommendations as part of student caseload
- Contribute to the process for unspent criminal convictions, undertaking information gathering and sharing alongside ensuring robust risk assessment is in place
- Support the fitness to study process providing advisory support and guidance to help college staff make informed decisions
- Maintain knowledge, CPD and skills in relation to the local and national Safeguarding and Prevent agenda, statutory frameworks and legislation to inform best practice, make recommendations and contribute to continuous compliance
- Provide up to date and relevant guidance and resources to support the groups student personal development programme, student hub, website, promotional stands, posters, celebration of local and national awareness events
- Develop, maintain and monitor accurate records and information for key functions on pro monitor and pro solution
- Monitor underperforming students using key MIS reports to identify and coordinate key actions

### OTHER

- Delivering, promoting and supporting good practice in relation to equality, diversity and inclusion, Safeguarding and the Prevent duty, ensuring compliance with College policy and procedures.
- Promoting and consistently exemplifying both internally and externally the values and behaviours of the College's vision
- Responsibility to cooperate, and for promoting and maintaining safe and healthy working environment and own health and safety
- Commitment to safeguarding and promoting the welfare of young people, and vulnerable adults
- Undertaking any other duties and responsibilities commensurate with the level of the post as required

### TERMS AND CONDITIONS

<b>Contract</b>	Permanent
<b>Pension</b>	Local Government Pension Scheme
<b>Holiday</b>	30 days per year, plus bank holidays and discretionary days
<b>Probation</b>	New appointees to the College are subject to a 6 months' probationary period
<b>Disclosure</b>	All employment offers are subject to a satisfactory fully-funded enhanced DBS check.
<b>Working Arrangements</b>	Normal working hours of 8.30am to 5.00pm Monday to Thursday, 8.30am to 4.30pm Friday

### APPLICATION PROCESS

Applicants should complete the College's online application form

<https://ieg.ac.uk/work-for-us/>

## PERSON SPECIFICATION Safeguarding Lead

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
<b>QUALIFICATIONS</b>						
Good general level of education including Level 2 qualifications in English and Maths	E		✓			
Relevant Level 5 qualification	E		✓			
Safeguarding Level 2 or DSL trained	E		✓			
Mental Health and or Suicide First Aid training	E		✓			
<b>EXPERIENCE</b>						
Working with and supporting disadvantaged and vulnerable young people and adults	E		✓	✓		
Successful experience of working with and supporting young people of mixed ability		D	✓	✓		
Safeguarding of vulnerable young people and adults and assessing risk relating to behaviour and individual needs	E		✓			
Experience of dealing with a range of Safeguarding issues including multi agency meetings, referrals and case management	E		✓	✓		
Monitoring and analysing reports/data to make recommendations for service improvements and KPI's	E		✓			
Working collaboratively in a multi agency discipline to provide support pathways	E		✓			
Delivering relevant training		D	✓	✓		
Facilitating case management and supervision formal/informal to staff		D	✓	✓		
<b>KNOWLEDGE</b>						
Working knowledge of all Microsoft Office applications (Word, Excel, PowerPoint, Outlook) including google applications	E		✓	✓		
Safeguarding and Prevent legislation, statutory frameworks and associated best practice	E		✓	✓		
Knowledge and understanding of inter-agency and partnership working	E		✓			
Rehabilitation of Offenders Act 1974 and statutory and social requirements around unspent criminal convictions	E		✓			
Awareness of Safeguarding principles and maintaining GDPR relating to Safeguarding	E		✓	✓		
Risk Assessment and Health and Safety principles	E		✓	✓		
Knowledge and understanding of social education principles and awareness of current policies and initiatives	E		✓			
<b>KEY SKILLS</b>						
Excellent oral and written communication skills and the ability to communicate effectively at all levels	E			✓		
Good planning, organisation and administrative skills	E			✓		
Attention to detail and accuracy	E			✓		
Ability to work independently and as part of team with a track record in achieving individual and team results	E			✓		
Ability to work under pressure, prioritise and to meet deadlines	E			✓		
Use of IT (compilation of reports from database, spreadsheets, word processing)	E			✓		
Ability to listen and advise in a non-judgmental manner	E			✓		
Excellent interpersonal skills/good at problem solving	E			✓		
Enthusiastic and self-motivated	E			✓		

OTHER						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		
Professional appearance and behaviour	E			✓		
Good previous attendance record	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References