

Post Title:	Head of Student Welfare and Safeguarding (HSWS)
Hours of Work:	37 hours per week, 52 weeks per year
Place of Work:	The role is multi-sited, which will require the postholder to travel to any of the College sites during the working day as required.
Salary:	£50,000 per annum
Responsible to:	Assistant Principal - Teaching, Learning & Student Services (AP)
Responsible for:	Deputy Head of Student Welfare & Safeguarding (DHSWS), Student Welfare and Safeguarding Officers, Student Welfare Administrator.

Summary:

The HSWS is responsible for the planning, organisation and deployment of student support across North Kent College, including Tonbridge, Hadlow, Dartford & Gravesend, and any satellite sites (e.g., Greenwich), with a focus on student health, wellbeing and pastoral support, and specifically for the operational oversight of student safeguarding, counselling & mental health provision across all campuses.

Specific Responsibilities

1. Working closely with the AP to implement strategies and operational approaches that maximise the support for students within an efficient, financial framework.
2. Ensure that the College's approach to student safeguarding is consistent and rigorous; managing and supporting a team of identified Designated Safeguarding Leads (DSL's) across all the College sites. Act as a Designated Safeguarding Lead with full authority to refer to external partnerships as necessary. Support the AP in ensuring that the College meets its obligations with respect to safeguarding legislation and continued professional training of those assigned as DSL's.
3. Oversee and line-manage the DHSWS who will oversee the Counselling & Mental Health Coordinators and their provision at all sites, ensuring consistent support for students and staff/volunteers involved.
4. Oversee the line-management of the Student Welfare and Safeguarding Officers on each campus and develop procedures for effective day-to-day management and communication between the team members and the wider college.
5. Undertaking staff appraisals in line with College process for your own line managed staff, and oversight of the appraisals for those you line manage so that targets stretch and challenge your team.
6. Organise and host team meetings and lead on identifying and implementing staff development needs, when required.
7. Work toward making the areas under your remit, outstanding, so that Ofsted, Auditors or Governors when reviewing the area can see excellent key performance indicators.
8. Working with the AP to produce necessary reports and policies for SLT and/or governors regarding Student Support, Safeguarding and Prevent across the College, within required deadlines.
9. Collaborate with Information Learning Technologies (ILT) and Management Information Systems (MIS) to ensure that there is an effective reporting system that will provide accurate and statistical reports, as required.

10. Oversee the maintenance of accurate and robust welfare and safeguarding records on College systems, ensuring the development, implementation and relevant training to users on the College systems is completed in a timely and effective manner, where appropriate.
11. Collaborate with Assistant Principals, Heads of Curriculum and Deputy Heads of Curriculum, Additional Learning Support (ALS) and ILT, to ensure information regarding vulnerable or at-risk students is appropriately shared.
12. Liaise with managers and leaders where you feel that additional support is needed outside of your direct line management, so that you are better able to support those learners who may otherwise become 'at risk'.
13. Review attendance, behaviour and Disciplinarys across the college using the Risk Indicator dashboard so that you can proactively ensure your team is working with those more vulnerable and/or challenging learners, who present with welfare or safeguarding issues.
14. To oversee the management and co-ordination related to the provision for Care Experienced Students at all campuses.
15. Whilst not your direct line-management, ensure that Hadlow's Residential team are consistent in their logging and actions related to safeguarding referrals.
16. Ensure that all staff, regardless of role or campus, are logging safeguarding concerns appropriately, and if not, work with managers to ensure their staff are compliant in strong logging of concerns.
17. Develop links with outside agencies to ensure they work with us to educate stakeholders in matters that could potentially be a barrier to learning.
18. Refer learners to in house counselling or external support agencies where needed.
19. Support, maintain and implement enrichment activities for students at all sites to ensure their safety when at College and out in the wider community. This may require liaison with other teams such as Teaching & Learning, Heads of Curriculum or Student Engagement Officers.
20. Operate within the agreed resourcing model and budgets and undertake effective budgetary planning and management of internal and external funds.
21. Attend external Student Support and wider network groups, meetings and appropriate conferences.
22. Develop an enthusiastic and caring, empathetic team with a positive 'can do' attitude for roles in which you line manage so that there is a *One Team* approach regardless of campus and consistency in the application of your role, their role and the behaviour policy and College Expectations.
23. Ensure that your own knowledge, and that of relevant managers, is kept up to date with changes to relevant legislation and guidelines.
24. Contribute to staff development to ensure effective and strong staff awareness across College regarding student safeguarding Prevent and facilitate or coordinate the development of staff where needed.
25. Responsible for liaising with the link Governor for Safeguarding, HR and Ofsted in the event of inspections related to Student Welfare & Safeguarding Services.
26. Provide data to Deputy Executive Principal termly in respect of the Student Welfare & Safeguarding Services or for Governor Reports throughout the year.
27. Undertake any other reasonable duties as required by SLT.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.
5. Leads by example.
6. Results Focussed.
7. Manages resources, performance and risk.
8. Champions effective change.

These behaviours will form part of the criteria within Appraisal process.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
(1) Qualifications:			
A degree or equivalent professional qualification		Y	Application / Interview
Additional appropriate management qualification, equivalent to level 4 in leadership and management		Y	Application
Up to date DSL/Safeguarding training	Y		Application
(2) Knowledge to include			
A good understanding of legislation and good practice in relation to Safeguarding, including but not limited to: Child Protection, Peer on Peer Abuse, Prevent, Child Sexual Exploitation, FGM, contextual safeguarding and online safety	Y		Application/ Interview
Knowledge of enrichment and pastoral provision including multiagency, Youth Work, Personal Tutoring and, Health and Wellbeing	Y		Application/ Interview
(3) Experience to include			
Relevant experience of Safeguarding for young people	Y		Application/ Interview
Significant experience of managing student support in an FE environment or other Educational sector	Y		Application/ Interview
Demonstrable track record of successful leadership, team management and team working	Y		Application/ Interview
Experience of working with Counselling/Mental Health provision in an education setting		Y	Application/ Interview
(4) Technical Skills/Abilities to include:			
Proven ability to develop positive relationships with third parties	Y		Application/ Interview
Outstanding time management and organisation skills	Y		Application / Interview
Proven ability to deal and work effectively with staff at all levels of the organisation	Y		Application / Interview
An ability to be flexible and adapt in a rapidly changing environment	Y		Interview
Good written and verbal communications	Y		Interview

General

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign: _____

Print: _____

Date: _____