

Job Description

Job Title:	Welfare and Safeguarding Officer
Responsible To:	Senior Student Welfare Adviser
Line Management of other staff:	No
Hours:	37 hours per week, 38 working weeks.
Location:	Colchester (main location) / Braintree (occasional location)
Salary:	Actual Salary £22,729-£24,778 per annum Full-time Salary £27,321-£29,784 per annum

Purpose Statement:

We are looking for an approachable, organised and diligent individual to join our Student Services Welfare and Safeguarding Team. As part of the team, you will provide a front line, reactive first response service, to student safeguarding and welfare concerns in order to support student safety and wellbeing, signpost to external support agencies and reduce barriers to learning so the student can progress and achieve.

Main Duties & Responsibilities:

1	To be a College Safeguarding Officer, working with Safeguarding concerns and referrals in line with the College's Safeguarding Procedures, local and national guidelines. Supporting a case load of students with Safeguarding concerns including, gangs; mental health; self-harm, risky behaviours, emotional abuse, child sexual exploitation, physical abuse, sexual abuse, radicalisation, (not an exhaustive list).
2	To promote and advise on all aspects of Safeguarding and Child Protection.
3	To act as a first response to referrals regarding learner welfare issues including homelessness, bullying and harassment, anxiety, signposting to other teams, liaising with the course area and external agencies as appropriate.
4	To arrange, co-ordinate and chair support meetings for students with welfare and safeguarding concerns including parental/NOK contact, hosting the meeting with parents/NOK, external agencies and course areas.
5	Contribute to and attend Professional Meetings and Reviews concerning enrolled students including Child in Need meetings, Child Protection Conference, Strategy meetings.
6	Comply with requests for information regarding students including the attendance and progression of learners and timely completion of Section 17 and Section 47 requests.
7	Maintain accurate records of all learner interventions, and record on College systems including Intuition.
8	To liaise and work together with external agencies including Police, Social Care, mental health teams, housing agencies and young people's agencies to offer support to students.

9	To assist with the support and co-ordination of the College's enrolled Children in Care, co-ordinating, hosting and providing the administration for Personal Education Plan meetings, liaison with course teams, the Virtual School, Social Workers and placement providers.
10	Actively contribute to the College objective of raising aspirations, attendance and punctuality of students in liaison with other parts of the Student Services Team and curriculum areas.
11	Contribute to the information, advice and support for students considering withdrawing from their course.
12	Work with other parts of the Student Services Team to provide a full student services provision, including providing cover when required at the Braintree Campus, and attendance at College open events and advice days.
13	To develop and update personal professional expertise in the relevant areas.
14	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
15	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification

Job Title:

Welfare and Safeguarding Officer

Qualifications	Essential	Desirable	How is this assessed?
Education to level 3 or above and/or a professional qualification in relevant subject area or equivalent.	✓		A / I
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent.	✓		A / I
A degree in a related or linked subject.		✓	A / I
Experience	Essential	Desirable	How is this assessed?
Recent experience of working with, and supporting vulnerable young people aged between 16-19 years old in a similar role.	✓		A / I
Experience of dealing with safeguarding cases, following policies and procedures.	✓		A / I
Experience of working with welfare issues, such as homelessness, emotional and behavioural issues and mental health problems.	✓		A / I
Experience of maintaining boundaries of a job role.	✓		A / I
Experience of working within a post 16 environment supporting students.		✓	A / I
Experience of being outward facing and proactive in building relationships with young people, staff and external partners.		✓	A / I
Experience of supporting Children in Care or previously looked after children.		✓	A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Working knowledge and understanding of safeguarding and a commitment to creating a safe learning environment.	✓		A / I
Ability to chair a meeting with parents, carers, students and external agencies.	✓		A / I

Ability to work with learners of a wide-ranging ability, from diverse socio-economic backgrounds, and to empathise with them.	✓		A / I
Excellent organisational skills.	✓		A / I
Excellent customer services skills.	✓		A / I
An understanding of Diversity, Equity and inclusion and its application within the College environment.	✓		A / I
Ability to work within the constraints of a busy, demanding, fast moving service.	✓		A / I
Excellent interpersonal skills, including experience of effectively dealing with young people in challenging and sensitive situations.	✓		A / I
Excellent written and oral communication skills including the ability to maintain accurate records.	✓		A / I
Ability to be proactive and drive forward ideas for developing services, including learning from other Colleges and providers.	✓		A / I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I
High level of personal emotional resilience in order to support students with severe and complex welfare and safeguarding concerns.	✓		A / I
Ability to cope with severe, complex and emotionally demanding situations.	✓		A / I
Works flexibly and willingly puts in the hours needed to meet the job and College requirements, and to travel to different sites and external meetings.	✓		A / I

Ability to work within the constraints of a busy, demanding, fast moving service.	✓		A / I
Ability to remain calm and professional under pressure and to multi-task..	✓		A / I

KEY:

A	Application
I	Interview