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| **JOB DESCRIPTION** | | |
| **JOB TITLE** | | Head of Student Wellbeing & Engagement  (Deputy Designated Safeguarding Lead) |
| **PAY/GRADE** | | Point 38, £39,003 per annum |
| **HOURS** | | 37 per week, all year round, to be worked flexibly |
| **REPORTS TO** | | Assistant Principal – Student Experience & Support |
| **LOCATION** | | Student Services Department, Peterborough College |
| **JOB PURPOSE** | | |
| The key focus of this post is to ensure that effective and responsive support is provided to every student to enable them to achieve their full potential. This post holder will lead and manage a highly effective team to engage with and support students throughout their journey.  The postholder will support the IEG Group values in ensuring a ‘Student First’ ethos is delivered by the central welfare support and engagement teams ensuring that students receive an excellent experience and are appropriately safeguarded and supported to succeed.  As the College’s Deputy Designated Safeguarding lead you will play a key role in promoting a safe college environment with a strong culture of awareness where safeguarding students is understood by everyone. | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | |
| Your main duties and responsibilities will include, but will not be limited to the following areas:   * Lead and manage the Wellbeing team ensuring that there is accurate, high quality, appropriate support, advice and guidance provided for students across the college via the Wellbeing Centre. * Work closely with Information, Advise & Guidance (IAG), Additional Learning Support (ALS) Heads of Departments and Course Co-ordinators across all curriculum areas to ensure high quality welfare support is provided from entry through to exit. * Work with the Assistant Principal – Student Experience & Support, Student Service teams and Student Mentors to devise and deliver a coherent and engaging programme of student enrichment activity across the year. * Develop productive partnerships with external agencies to support student development and enrich the learning experience. * Lead on the effective implementation and monitoring of engagement of the groups Student Voice Strategy in conjunction with the Assistant Principal – Student Experience & Support and Assistant Principal – Quality. * Achieve key performance indicators, service level agreements and targets linked directly to student support, attendance, retention and progress, which will be reviewed on an annual basis. * Work with the Assistant Principal – Student Experience & Support and relevant parties to ensure that student behaviour is monitored and behaviour policies are implemented to ensure a safe, secure and welcoming environment. * Ensure effective management of the College’s Counselling service. * In collaboration with college managers and curriculum staff further develop Personal Development, Behaviour and Attitude agenda. Drive forward cross-college improvements to meet this aspect of the new EIF Ofsted framework. * To ensure a College experience for Looked After Children and Care Leavers which is of the highest quality, with effective coordination of provision and support, in order to promote their achievement and progression to higher learning, apprenticeships and work. * Lead on the development of processes and practices linked to monitoring of our vulnerable students to ensure timely and effective intervention and support is in place to enable them to succeed. * Lead on College initiatives and work with Group Manager for Personal Development and Careers and colleagues in curriculum to develop resources to deliver activities which promote and supports students’ Mental Health and Wellbeing. * Actively work with external stakeholders and group managers to lead on the implementation and delivery of the IEG wellbeing and mental health charter and strategy. * Ensure a continuing commitment to the development of new initiatives and services to respond to local and national priorities linked to the behaviours and attitudes and personal development of our students. * Manage the budget associated with these areas of responsibility and contribute to the College’s planning, self-assessment and quality procedures. * Ensure that the services offered are actively promoted through a variety of media channels * Actively participate in College enrolment, open evenings and promotional events (which will entail attendance outside normal College hours). | | |
| **Safeguarding**   * Compile the annual report to Corporation on Safeguarding arrangements. * Report to the Group Executive Team and Governors on Safeguarding as required. * Actively represent the College at regional Safeguarding Boards and prevent networks. * Compile reports and Contribute to E&D and Safeguarding committee meeting agenda. * Support the Assistant Principal-Student Experience & Support and the Group Director of HR, with training all staff and students in Safeguarding and Preventing Radicalisation and Extremism and ensure that curriculum areas have updated resources for induction and tutorials. * Provide regular updates on Safeguarding and Prevent for staff and students to ensure that there is a strong awareness of both College policy and practice and of the external environment that the College operates in. | | |
| **Human Resource Management**   * Provide dynamic leadership that contributes to the creation of a culture that encourages productive team working. * Ensure the implementation of effective and equitable procedures within the framework set for the recruitment, selection, appointment, appraisal, discipline and performance management of your staff. | | |
| **Finance**   * Work with the Vice Principal – Curriculum & Quality on planning and managing of budgets and funding. | | |
| **Quality and Standards**   * Produce and monitor the Student Services Self-Assessment Report and Service Level Agreements. * Ensure compliance with and effective implementation of strategies, systems, policies and procedures. * Actively seek, develop and manage any possible opportunities for development of systems and processes that will directly benefit the College and Customer Service. | | |
| **OTHER** | | |
| * Engender a strong team ethos, which promotes a positive, can-do attitude across the department. * Maintain excellent standards of customer care and provide a flexible and responsive service to all users. * Contribute to the development of IEG Group’s Strategic Aims, Objectives and Values. * A commitment to the provision of a high quality, student-centred service. * Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role. * Participate in and make an appropriate contribution to the College’s planning and review processes. * Assist with College enrolment/open evenings as required (which will entail occasional attendance outside normal College hours for which time off in lieu will be agreed). * Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process. * To carry out such duties as may be determined from time to time within the general scope of the post. | | |
| **TERMS AND CONDITIONS** | | |
| **Contract** | Permanent Management | |
| **Pension** | Local Government Pension Scheme | |
| **Holiday** | 35 days per year, plus bank holidays and discretionary days | |
| **Probation** | New appointees to the College are subject to a 10 months' probationary period | |
| **Disclosure** | All employment offers are subject to a satisfactory fully-funded enhanced DBS check | |
| **Working Arrangements** | Normal working hours of 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday | |
| **APPLICATION PROCESS** | | |
| Applicants should express interest in any role they wish to apply for by Friday 26 November 2021 | | |

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| **JOB DESCRIPTION** | |
| **JOB TITLE** | **Deputy Designated Safeguarding Lead** |
| **LOCATION** | Stamford College |
| **JOB PURPOSE** | |
| The Following are the broad areas of responsibility for the Deputy Designated Safeguarding Lead, in accordance with the DfE’s Keeping Children Safe in Education guidance. | |
| **Managing Referrals** | |
| * Refer all cases of suspected abuse to the local authority children’s social care, in liaison with the Assistant Principal Student Experience and Support. * The local authority designated officer (LADO) for child protection concerns (all cases which concern a staff member) * Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or * Police (cases where a crime may have been committed) * Support staff who make referrals to local authority children’s social care; * Refer cases to the Channel programme where there is a radicalisation concern as required; * Support staff who make referrals to the Channel programme. | |
| **Work with others** | |
| * Liaise with the Assistant Principal, Student Experience and Support to inform her/him of issues, especially on-going enquiries under section 47 of the Children Act 1989 and police investigations; * Liaise with the Vice Assistant Principal, Student Experience and Support to support the production of the annual Safeguarding Report for Corporation * As required, liaise with the ‘case manager’ and designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member) and; * Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise to staff on matters of safety and safeguarding. | |
| **Training** | |
| * The Deputy Designated Safeguarding Lead should undergo appropriate training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years; * The Deputy Designated Safeguarding Lead should undertake Prevent awareness training; * In addition to formal Designated Lead training, knowledge and skills should be refreshed at regular intervals, but at least annually to keep up with any developments relevant to the role and to be able to: * Understand the assessment process for providing early help and intervention, for example through locally agreed common, and shared assessment processes such as early help assessments * Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so * Ensure each member of staff has access to and understands the College’s child protection policy and procedures, especially new and part time staff * Be alert to the specific needs of children in need, those with special educational needs and young carers * Be able to keep detailed, accurate, secure written records of concerns and referrals * Obtain access to resources and attend any relevant or refresher training courses * Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measurers the College may put in place to protect them. | |

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| **Raising Awareness** |

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| * The Deputy Designated Safeguarding Lead should ensure the College’s policies are known and used appropriately: * Ensure the College’s Safeguarding policy, including the protection of children and vulnerable adults, is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietor regarding this * Ensure the Safeguarding policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the College in this * Link with the local LSCB, Regional Prevent to make sure staff are aware of training opportunities and the latest local polices on safeguarding * Working with DSL on staff development for all forms of safeguarding. This might be delivering sessions or sourcing experts to deliver specific sessions and updating of staff resources, training on Inspire Insights |

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| **PERSON SPECIFICATION**  **Job role: Head of Student Wellbeing & Engagement** | | | | | | |
| **Criteria** | **Essential or Desirable** | | **Assessment Method** | | | |
| **A** | **I** | **T** | **R** |
| **QUALIFICATIONS** | **E** | **D** |  | | | |
| Educated to Degree level or above | E |  |  |  |  |  |
| Level 3 or above team leading/management qualification | E |  |  |  |  |  |
| Safeguarding qualification at a minimum of Level 2 | E |  |  |  |  |  |
| Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications | E |  |  |  |  |  |
| **EXPERIENCE** | | | | | | |
| Working in education, or similar environment | E |  |  |  |  |  |
| Identifying young people’s needs and develop appropriate responses | E |  |  |  |  |  |
| Dealing with safeguarding casework | E |  |  |  |  |  |
| Comprehensive experience of student related administration | E |  |  |  |  |  |
| Teaching experience or delivering training sessions | D |  |  |  |  |  |
| Budget management and effective utilisation of resources | E |  |  |  |  |  |
| Leading teams, motivating and developing staff | E |  |  |  |  |  |
| Giving a proactive, customer facing service | E |  |  |  |  |  |
| Liaising with external agencies | E |  |  |  |  |  |
| Compiling reports and analysing information | E |  |  |  |  |  |
| **KNOWLEDGE** | | | | | | |
| Working knowledge of MS Office applications | E |  |  |  |  |  |
| Up-to-date knowledge and understanding of Pastoral Care and Support, Student Engagement, Welfare, Bursary, Transport and Safeguarding | E |  |  |  |  |  |
| Understanding of social education principles and awareness of current policies and initiatives | E |  |  |  |  |  |
| **KEY SKILLS** | | | | | | |
| Excellent oral and written communication skills and the ability to communicate effectively with internal and external contacts | E |  |  |  |  |  |
| Ability to listen and advise in a non-judgmental manner | E |  |  |  |  |  |
| Excellent planning, organisation and administrative skills | E |  |  |  |  |  |
| Ability to work quickly and accurately under pressure | E |  |  |  |  |  |
| Analytical and methodical approach to problem solving | E |  |  |  |  |  |
| Proactive and professional manner with a ‘can-do’ approach | E |  |  |  |  |  |
| Collaborative approach to cross departmental working and the ability to build, and maintain, strong working relationships at all levels; both internally and externally | E |  |  |  |  |  |
| Ability to work flexibly, prioritise tasks in accordance with importance vs urgency and to switch tasks at short notice | E |  |  |  |  |  |
| Ability to deal with confidential and sensitive information with discretion; process data in accordance with data protection laws | 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 behavior at all times | E |  |  |  |  |  |
| Good previous attendance record | E |  |  |  |  |  |
| Ability to travel on College and Group business | E |  |  |  |  |  |
| Satisfactory enhanced DBS check + barred list for regulated roles | E | Pre-employment check | | | | |

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