**Job Description**

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| **Directorate** | People, Organisational Development and Culture |
| **Department** | Student Experience |
| **Section** | Student Services |
| **Job Title:** | Safeguarding Officer |
| **Grade:** | Scale 4 |
| **Reports To:** | Head of Student Services |
| **Responsible For:** | N/A |
| **Principal Accountabilities:**  To provide a professional and confidential front-line safeguarding service to all students, staff and external colleagues, ensuring that a positive image of the service and college is maintained, and that vulnerable young people and adults are safeguarded. To be aware of contextualised safeguarding issues in the areas that the college recruits students from and work within the LSCB Level of Need Guidance to ensure safeguarding referrals are effectively dealt with. | |
| **Key Tasks:**  Assist in the implementation of the college’s Safeguarding and Prevent policy and procedures including procedures for reporting and referring safeguarding concerns.  Encourage good practice by promoting the college’s Safeguarding and Prevent policy (in line with Government Contest Strategy) and procedures.  Respond appropriately to disclosures or concerns which relate to the safety and wellbeing of a child or vulnerable adult.  Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and report where required.  Actively work with students, parents/carers and other agencies through to ensure effective multi agency working in line with the needs of student.  Assist and support the Safeguarding Coordinator to action and embed Safeguarding and Prevent action plans across college.  Manage and be responsible for a safeguarding case load assigned by the Safeguarding Coordinator including child protection and support for vulnerable adults.  Attend and represent the college at key support meetings such as Child Protection, Child in Need and Team Around the Family.  Act as a lead professional for the college when dealing with concerns in line with the early help process for students whose universal services are not being met.  Pro-actively promote safety and wellbeing of all students through bulletins, website and internal safeguarding events/workshops.  Deliver information, advice and guidance sessions to all students, staff and others and direct them to appropriate sources of help in such a way that they can make a confident and effective use of them, to support continuation on study programmes | |
| **Special Features:**   * Delivery of staff and student training on Safeguarding and Prevent some of which may fall outside of normal college opening hours. | |
| **Miscellaneous:**  Safeguard and promote the welfare of children, young people and vulnerable adults who are students of the College.  You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.  You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.  You have a responsibility to promote high levels of customer care within your own areas of work.  You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.  Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld. | |
| **Review:**  This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes. | |

**Person Specification**

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| **Job Title:** | | | Safeguarding Officer | | | | |
| **Directorate** | | | People, Organisational, Development and Culture | | | | |
| **Department** | | | Student Experience | | | | |
| **Section** | | | Student Services | | | | |
| 2ticklogoIn order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.  All disabled candidates who meet the minimum essential criteria will be included on the shortlist. | | | | | | | |
| **Attributes** | | **Item** | **Relevant Criteria** | | | **How Identified** | **Essential/**  **Desirable** |
| 1 | Skills & Abilities | 1.1  1.2  1.3  1.4  1.5  1.6 | Excellent communication skills, both written and oral.  Excellent presentation skills, with an ability to address and engage with a range of audiences.  Proficient in the use of Microsoft Word, Excel, Outlook and PowerPoint, or equivalent packages.  Ability to work accurately and effectively under pressure prioritising own work to achieve agreed objectives  The ability to use own initiative to respond to a wide variety of challenges, providing customer focussed solutions  The ability to communicate and work with colleagues and clients at all levels both internally and externally | | | I  I  A  A  A/I  I | E  E  E  E  E  E |
| 2 | General & Special Knowledge | 2.1 | An understanding of the current trends and issues in safeguarding and their impact of the FE Sector | | | I | E |
| 3 | Education & Training | 3.1  3.2  3.3 | Degree level qualification in social care/Youth & Community services  Level 2 Maths and English qualifications (or equivalent)  LSCB Working Together to Safeguarding Children training (or equivalent) | | | A/C  A/C  A/C | D  E  E |
| 4 | Relevant Experience | 4.1  4.3 | A minimum of two years’ experience in Secondary/Further Education or Community/Youth settings, working with At Risk Young People and Vulnerable Adults.  A minimum of 2 years’ experience working with multi-agency groups to support students at risk of dropping out of learning. | | | A/I  A/I | E  E |
| 5 | Special Requirements | 5.1  5.2 | Be able to attend and represent the College at various customer-focused events (open days, parent evenings, enrolment etc) which will involve some weekend and evening work  Full, clean driving licence with access to own transport or willingness to use public transport | | | A/I  A | E  D |
| **Key:** | | | **How Identified** | **A** | Application | | |
| **I** | Interview | | |
| **T** | Test | | |
| **C** | Copy of Certificates | | |
| **P** | Presentation | | |