

Job Description

Directorate	Quality & Learner Support
Department	Student Services
Section	
Job Title:	Safeguarding Officer
Reports To:	Head of Student Services

Job Purpose

To provide students with non-judgemental information, advice and guidance (IAG) about safeguarding and wellbeing issues. To support students to remain on their chosen programme of study by supporting them with relevant safeguarding issues. To support Hugh Baird College to deliver their duty of care as outlined in Keeping Children Safe in Education.

Main Responsibilities

- Implement the Safeguarding and Prevent policy and procedures; including procedures for reporting and referring safeguarding concerns.
- Encourage good practice by promoting Safeguarding and Prevent policy and procedures.
- Support with the delivery of staff and students training in the areas of safeguarding and Prevent.
- 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.

Main Tasks

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 to ensure effective multi agency working in line with the needs of student.

Work with the Safeguarding Coordinator to action and embed safeguarding and Prevent action plans across college.

Manage a safeguarding case load including child protection and support for vulnerable adults.

Attend key support meetings, such as Child Protection, Child in Need and Team Around the Family meetings.

Act as lead professional when dealing with concerns in line with the early help process.

Pro-actively promote safety and wellbeing of all students through bulletins, the website and internal safeguarding events/workshops.

General

Understand health and safety legislation as it applies to college maintenance and carry out all work in accordance with the College health and safety policies and procedures and ensure external contractors on site follow the Colleges policies and procedures.

Special Features:

- Attend College evening events such as interview evenings and enrolment evenings when required.
- Work across multiple sites as required.
- Attend external, off site child protection and child in need conferences as required.
- Ideally have access to own vehicle although this isn't essential provided there is a willingness to use public transport.

Responsibilities common to all staff

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.

The College aims to be a place in which people can work and study free from any form of discrimination You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You are required to participate with the Appraisal process, engaging in the setting of objectives to assist in the monitoring of performance and the achievement of personal development.

All employees are required as part of their duties to take responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

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

In 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

Qualifications		Essential	Desirable	How Assessed
1	LSCB Working Together to Safeguard Children training or equivalent.	•		A/C
2	Level 2 qualifications in Maths & English	•		A/C
3	Degree Social Care/ Youth & Community Services or equivalent		•	A/C
Experience and knowledge				
4	Experience in Secondary/ Further Education/ Community & Youth setting, working with at risk young people and vulnerable adults	•		A/I
5	Experience of working with multi-agency groups to support students at risk of dropping out of learning	•		A/I
6	Knowledge and understanding of the current trends and issues in safeguarding and their impact on the FE sector	•		I
Skills & Abilities				
7	Ability to work accurately and effectively under pressure prioritising own work to achieve agreed objectives	•		A/I
8	Proficient in the use of Office packages	•		I
9	Ability to attend and represent the college at various customer focused events	•		A/I
10	Excellent oral communication and inter-personal skills in order to work effectively and engage a range of audiences.	•		I
11	Ability to use own initiative to respond to a wide variety of challenges, providing customer focussed solutions.	•		I

Personal Characteristics		Essential	Desirable	How Assessed
12	Has high expectations of self and others	●		I/T
13	Takes responsibility for work activities and personal actions and delivers on commitments	●		I
14	Innovative in response to changing circumstances identifying and or implementing new or improved approaches	●		I
15	Builds positive relationship with others maintaining mutual trust, candor and respect	●		T
16	Does the right thing in the right way and is honest and transparent in their approach	●		T

Key

A	Application
I	Interview
T	Test
C	Certificate
P	Presentation

Vision, Mission and Values

Vision

To be the best College in the country.

Mission

To inspire, challenge and transform lives.

Values



Excellence

We have high expectations of ourselves and each other.



Accountability

We own what we do, learn from our mistakes and constantly seek to improve



Innovation

We seize opportunities and are bold and dynamic in our approach



Collaboration

We are one team and work hard to serve each other well



Integrity

We are honest and transparent and do the right thing in the right way

Main Terms and Conditions of Employment

Salary	£20,896-£23,148
Holidays	32 days annual leave plus 8 statutory bank holidays (pro rata)
Pension	LGPS Pension
Contact Type	Fixed Term
Working Weeks	52
Hours of Work	Minimum of 35 per week