

Job Description: Safeguarding Officer

Role Specific

1. To represent the College at external multi agency safeguarding meetings, creating new links with external support agencies to refer students as appropriate.
2. To act as one of the points of contacts for external agencies relating to safeguarding issues.
3. Play a key role in working closely with college managers and staff to ensure student safeguarding needs are paramount.
4. Make referrals to external agencies including Police, Children's Social Care, Adult Care Services, Housing and Mental Health Services as appropriate.
5. Provide advice and guidance on accommodation, housing and welfare benefits and supporting vulnerable students through the relevant procedures/processes.
6. Play a key role in providing support to vulnerable students and adults including young carers, students living independently, Looked After Children, Care Leavers and those at risk.
7. Play a key role in monitoring the attendance of vulnerable students including CLA, liaising closely with curriculum staff to provide support interventions where required.
8. Assist with administration of the College Bursary Fund with particular responsibility for the Vulnerable Bursary Fund.
9. Play a key role in assisting the Designated Safeguarding Managers with safeguarding referrals by offering support and guidance.
10. Liaise closely with the College's Bursary staff to address vulnerable learners with financial assistance and/or emergency support needs.
11. To contribute to the provision of guidance and information offered by the Safeguarding and Welfare Team.
12. Play a key role in preparing and delivering safeguarding training for staff and maintaining regular liaison with teaching staff and tutor leaders to ensure safeguarding topics are fully embedded in the curriculum.
13. Carry out regular professional updating to ensure the College's safeguarding service is current and reflects emerging plans and policies.
14. Act as the key link person and actively contribute to the College's Prevent Action Plan.

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively.
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation.
3. Value diversity and promote equality.
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies.
5. Contribute to cross-college events.
6. Adhere to College policies and procedures including health and safety.
7. Ensure good communication at all levels.
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults.
9. Any other duties that the Principal considers appropriate.

Person Specification: Safeguarding Officer

Person Specification	Safeguarding Officer
Qualifications and Attainments	Essential / Desirable
A Level or equivalent	Essential
4 GCSEs or equivalent including Maths and English at Grade C or above	Essential
Training, Experience and Knowledge	
Successful experience of working with young people and vulnerable adults	Essential
Experience of providing information, advice and guidance to young people	Highly Desirable
Experience of working in partnership with external agencies	Essential
Working knowledge of Safeguarding Child Protection policies, procedures and issues	Essential
Experience of working in the Further Education Sector	Desirable
Knowledge of current safeguarding issues	Essential
Personal Skills and Attitudes	
Excellent IT and administrative skills	Essential
Display initiative, be positive and enthusiastic	Essential
Be flexible and responsive to student need	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Possess excellent communication skills, having the ability to relate to and empathise with a broad range of students of different ages, from different backgrounds and cultures	Essential
Be a team player	Essential
Good presentation skills	Essential
Ability to respect confidentiality	Essential
An understanding of Further Education Finance e.g. College Bursary Funds	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College (attendance at Open Events; Consultation Evenings etc., as required)	Essential
A current driving licence and access to a car	Desirable