

JOB DESCRIPTION

TITLE: Safeguarding Officer

SALARY: Grade J £29,973.88 - £32,451.99 per year

CAMPUS: Windsor

STATUS: Term Time Plus 41 weeks per year

DEPARTMENT: Sixth Form

RESPONSIBLE TO: Assistant Principal, Student Services (Sixth Form)

JOB PURPOSE:

- To act as one of a team of safeguarding and wellbeing officers in the Sixth Form, providing support to the college community with safeguarding cases.
- To work with external agencies and attend meetings as required on behalf of the college.
- To work alongside the safeguarding leaders to provide services to students which underpin wellbeing and positive mindset.
- To contribute to the operational administration of the student management procedures (behavior management).
- To support the college in the implementation of an effective wellbeing strategy for staff and students.

DUTIES AND RESPONSIBILITIES:

1. Act as a safeguarding officer, making referrals and managing a caseload of students.
2. To be the designated safeguarding officer on a rota basis, liaising with the DSL and Safeguarding and Wellbeing Lead for Sixth Form and TWFCG safeguarding lead as required.
3. To represent the college at external multiagency meetings, preparing case information in advance as necessary.
4. To provide front line wellbeing support for students, working with the personal tutors / pastoral support tutors to help students remove barriers to their learning and provide early intervention when wellbeing issues arise.
5. Support the collection of data and effective reporting of safeguarding, wellbeing and student participation in cross college student experience activities.
6. To liaise and work with all safeguarding teams from across TWFCG to ensure consistency of approach and clear communication including the sharing of information where appropriate.
7. To maintain robust records and carry out the appropriate administration and communication relating to student safeguarding and wellbeing, including target setting, signposting, and working with parents / carers where appropriate.
8. To oversee the supervision and management of a student wellbeing room in liaison with the wider pastoral team to ensure students are supported and safe enabling them to remain in college and on full programmes of study.

9. To be part of a friendly and welcoming Student Services team, responding to, and triaging general enquiries as needed.
10. Contribute to the smooth running of the college campuses supporting key staff to deal with incidents, accidents and emergencies as they arise in accordance with College guidance and procedures, recording them centrally as required.
11. Support the delivery of a range of cross-college events.
12. Contribute to the planning and delivery of any special projects for students agreed on an annual basis which support their personal development, behaviour and welfare, such as student competitions on equality and diversity issues, Digital Safety or aspects of Fundamental British Values working with tutoring and learner services staff as required.
13. Develop and maintain positive links with community and third sector providers and organisations, both local and national to the benefit of students including any local youth service provision
14. Help to oversee the student social spaces (including the Wellbeing room), and student behaviour promoting and maintaining a positive profile of these facilities.
15. Attend and assist in the coordination of a range of College activities such as open evenings, to meet the operational needs of the institution, and participate in the organisation of effective student interviewing and enrolment arrangements.

GENERAL DUTIES

- To promote creativity and innovation within areas of responsibility
- To undertake other duties as the Principal may from time to time reasonably direct
- To represent the College when required

Note

The post is based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the College's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular
- The principles and procedures set out in the College's Safeguarding and Child Protection Policy.

August 2024

PERSON SPECIFICATION: Lead Safeguarding and Wellbeing Officer

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Level 2 or GCSE Grade C Qualification in English (or equivalent)	✓		AF
A professional qualification in a relevant discipline (Youth and Community Work, Education/ training, Advice and Guidance, Careers, Counselling or coaching) or proven and significant equivalent / relevant experience	✓		AF
A First Aid qualification		✓	AF
Mental First Aid qualification		✓	AF
Safeguarding training at level 3 (Designated Lead level), carried out within last two years, OR willingness to undertake this training immediately AND robust, proven experience of handling complex and challenging safeguarding and Child Protection cases	✓		AF
EXPERIENCE			
Effective personal development work with young people at risk. Robust demonstrable experience in providing successful personal support, coaching or one-to-one action planning for young people aged 14-25.	✓		AF/IV
Proven team working and networking, including working with a range of colleagues across teams and effective liaison with external organisations including local authorities and emergency services.	✓		IV
Demonstrable experience of planning, promoting and organising events and activities for young people, including supporting young people to plan and deliver their own events and activities.		✓	AF/IV
Demonstrable experience of dealing with incidents and emergencies, overseeing areas used by young people and managing behaviour.	✓		IV
Proven experience of working with a range of young people of all ages, including those who have challenging behaviour, anxiety, mental health concerns, are looked after or have experienced abuse or trauma.	✓		AF/IV
Proven experience of accurate data entry and administrative skills	✓		AF/IV
Proven experience of dealing with complex safeguarding/wellbeing referrals, working in a student-centric way, putting first the safety and wellbeing of students.	✓		AF/IV
Proven experience of collecting and analysing feedback, making responses and making recommendations for service improvements		✓	AF/IV
SKILLS/KNOWLEDGE/ABILITIES			
Excellent proven organisation skills, including ability to prioritise casework effectively.	✓		IV
Ability to work in a focused way in a fast-paced environment, reacting to urgent and unexpected occurrences, whilst also meeting conflicting deadlines for planned work.		✓	IV

Sound decision-making skills in relation to safeguarding or Child Protection referrals. Ability to identify abuse and risk of harm.	✓		AF/IV
An understanding of how to engage and inspire young people to take part in college life, celebrate their achievements and learn new skills outside the curriculum.		✓	IV
Demonstrable administrative skills, including abilities in using databases and MIS Office.	✓		AF/IV
Proven knowledge of, and ability to engage students in discussion around, equality and diversity, British Values and faith.		✓	IV

Evidence of all of the elements marked AF or AF/IV must be present in the application document in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation