

## JOB DESCRIPTION

POST TITLE	:	Safeguarding & Wellbeing Officer
SALARY	:	Up to £25,979
RESPONSIBLE TO	:	Safeguarding and Prevent Manager
CLOSING DATE	:	5.00pm, Monday 6 January 2025
INTERVIEW DATE	:	Monday 13 January 2025

### **Main Purpose of the Post**

To work as part of a team to promote a whole College approach to enhancing the emotional health and wellbeing of students. To provide wellbeing interventions, advice, guidance and support for students experiencing medium to long term; enduring and/or complex mental health difficulties to enable them to succeed at College. To assist the safeguarding team in providing a comprehensive safeguarding and emotional well-being service.

### **Responsibilities**

1. To act as first point of contact for safeguarding concerns.
2. Support vulnerable students and adults including young carers, students living independently, looked after students, care leavers and those at risk.
3. Keep informed of current legislation, statutory and other guidance in relation to safeguarding, Prevent, child and adult protection, cascading information accurately.
4. Effectively manage and report on case load of students who require frequent/on-going mental health support in line with best practice.
5. Respond appropriately to safeguarding disclosures and concerns which relate to the welfare and well-being of students in a timely and confidential manner, including liaising with external agencies.
6. To work with all staff to support and champion activities which promote safeguarding, emotional health and wellbeing across the all the College sites.
7. To assist in identifying needs, co-ordinating support or referral and monitoring the impact of interventions.
8. Provide casework consultation; deliver expert advice and guidance regarding student mental health concerns to staff.
9. Support the delivery and development of a wide range of events, strategies and training programmes to increase understanding of the areas of mental health across the College.
10. Maintain accurate, confidential and up to date records of student information and of interventions on all cases of safeguarding and mental health concerns.

11. To determine potential risk and co-ordinate early intervention as appropriate.
12. To ensure students have timely access to effective mental health support when needed.
13. To undertake training when required in order to carry out duties of the post in an informed and effective manner.
14. To participate in and support the professional development of other staff as required.
15. To work with students on a one to one basis or in small groups in college to aid and support knowledge of students needs and promote wellbeing.
16. To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
17. To undertake invigilation duties from time to time.
18. To carry out such other duties as the Principal may reasonably require.

**HOURS:**

37 hours per week. A flexible approach to the working hours is required, in line with the needs of the College.

# PERSON SPECIFICATION

**POST:** Safeguarding & Wellbeing Officer

**DIVISION:** Safeguarding

<b><u>QUALIFICATIONS</u></b>		<b>Essential/ Desirable</b>	<b>To be identified by:</b>
1	Good general education including 4 GCSEs or equivalent	E	Application form
2	Possess or be willing to work towards an appropriate degree	D	Application form
3	Level 3-5 Safeguarding Training	D	Application form
<b><u>KNOWLEDGE/SKILLS</u></b>			
1	Ability to support the work of designated safeguarding leads	E	Application form/interview
2	Ability to work on own initiative and as part of a team	E	Application form/Interview
3	Excellent literacy and oral communication skills	E	Application form/Interview
4	Excellent organisation and planning skills	E	Application form/Interview
5	Ability to effectively present data	D	Application form/Interview
6	To have knowledge of best practice in the field of young people's mental health	D	Application form/Interview
<b><u>EXPERIENCE</u></b>			
1	Experience of working within Further Education	D	Application form/Interview
2	Experience of working in partnership with external agencies	E	Application form/Interview
<b><u>PERSONAL</u></b>			
1	Suitability to work with young people and vulnerable adults	E	Application form/Interview
2	Excellent communication and teamworking skills	E	Application form/Interview

3	Composed, flexible and responsive to student and staff needs	E	Application form/Interview
4	A commitment to ongoing professional development	E	Application form/Interview
5	Enthusiasm for the role of further education in building and changing lives	E	Application form/Interview
6	Full clean driving licence and access to own vehicle	E	Application form/interview

**STANDARD COLLEGE REQUIREMENTS**

1	Commitment to College’s Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

*\*Note this does not affect any individual’s rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*