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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Safeguarding Officer

**Department:** Student Support

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Safeguarding & Wellbeing Coordinator

**Reports:** n/a

**Salary / Scale:** Support Spine - Band 7 (£22,868.00 - £24,954.00 per annum)

**Date of Issue:** April, 2023

**Organisation Chart:**

Safeguarding & Wellbeing Coordinator

Safeguarding Officer

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1. **Aims and Purpose of the Post**
   1. Support the College Safeguarding & Wellbeing Coordinators in the management of safeguarding cases.
   2. Work with other cross college services to identify vulnerable students and encourage engagement with available support.
   3. Provide advice, guidance, support and signposting to external services as required.
2. **Specific Responsibilities**

2.1 Work as one of the College Safeguarding Officers, implementing the college’s safeguarding and child protection policy and procedures.

2.2 Daily monitoring and management of wellbeing and student needs. This incorporates the safeguarding referral system, follow-up and contact by telephone and/or in writing with learners, parents, carers, agencies, and other responsible workers to ensure excellent student engagement levels.

2.3 Work with the curriculum teams, student services, student support officer, learning support and personal development tutors to identify and prioritise vulnerable learners early to ensure appropriate support is in place to minimise risk of low attendance, low achievement and/or withdrawal.

2.4 Work with the Residential Coordinator to ensure that residential students are safeguarded.

2.5 Represent the College at multi-agency meetings which could be held at College virtually or off site.

2.6 Maintain accurate and up-to-date records using appropriate college systems e.g. Pro- Monitor, My Concern.

2.7 To support safeguarding coordinators with staff training on safeguarding and wellbeing topics.

2.8 Contribute to wider team activities including health and wellbeing promotion activities.

2.9 To support and participate in the enrolment and induction of students, including residential students as required.

2.10 Work as part of the Student Support team to ensure the highest level of customer service at all times.

2.11 To promote and adhere to the College’s Safeguarding Policies and Procedures.

2.12 To promote and adhere to the College’s Health & Safety Policies and Procedures.

2.13 To manage student conduct in accordance with College policies.

2.14 The active promotion of and commitment to best practice in equality, diversity & inclusion.

2.15 Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.

2.16 Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on site parking

Subsidised catering Cycle to Work Scheme (subject to conditions)

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Safeguarding Officer** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Appropriate first aid qualification eg First Aid at Work |  | X |
| Safeguarding qualification or willing to work towards achieving this. | X |  |
| Commitment to and evidence of CPD | X |  |
| **Experience & knowledge** |  |  |
| Experience of working in a similar role |  | X |
| Previous experience of working with young people and vulnerable adults. | X |  |
| Ability to work with confidential information | X |  |
| Experience of working in an educational setting |  | X |
| Knowledge of systems and agencies that operate to support the care of young people. | X |  |
| Experience of presenting information (written and verbally) in a sensitive manner | X |  |
| Ability to collate facts using multiple sources of information and make appropriate recommendations | X |  |
| **Personal Attributes** |  |  |
| Flexible approach to work to allow for evening and weekend working. | X |  |
| Developed active listening skills | X |  |
| Strong organisational skills | X |  |
| Confident user of IT systems and/or ability to learn new systems quickly | X |  |
| Self-motivated and able to work independently | X |  |
| Naturally resilient | X |  |
| Calm, well-mannered and emotionally balanced individual | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website