**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MOULTON COLLEGE – JOB DESCRIPTION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title:** Safeguarding & Wellbeing Assistant (0.87 FTE)

**Department:** Safeguarding and Wellbeing

**Hours:** 37hours per week (40 weeks per year). Weekend and evening working may be required when business needs demand.

**Responsible to:** Safeguarding & Wellbeing Manager

**Reports:** N/A

**Salary / Scale:** Professional Services Staff Spine - Band 6 point 22 £20,330.48 per annum (pro-rata to the full time equivalent of £23,493.00 per annum)

**Date of Issue:** May 2025

**Organisation Chart:**

Safeguarding & Wellbeing Assistant

Safeguarding & Wellbeing Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Aims and Purpose of the Post**
   1. To provide a professional and efficient administration service for Student support team.
   2. To provide initial support to students with signposting to appropriate support across college and externally.
2. **Specific Responsibilities**
   1. To assist with administration for the Student Support team, including maintaining and tracking documentation and preparing relevant forms.
   2. To liaise with feeder schools to obtain safeguarding files at the start of academic year. Transfer relevant information to college safeguarding system My Concern with guidance from Safeguarding & Wellbeing Officers.
   3. To maintain the Student Hub Safeguarding and wellbeing page and produce monthly digital safeguarding newsletter.
   4. To monitor KCSIE compliance and enrolment to the college safeguarding system for all new starters.
   5. To complete administrative tasks related to My Concern safeguarding system to include the collation and preparation of data.
   6. To offer support to students with low level wellbeing concerns in the first instance before referring to other appropriate internal and external support.
   7. To attend any appropriate wellbeing meetings for students.
   8. Assist in the support of residential students.
   9. Maintain accurate and up-to-date records using appropriate college systems e.g. Pro-Monitor, My Concern.
   10. To maintain college notice boards with current and topical safeguarding and wellbeing information as required.
   11. Contribute to health and wellbeing promotion activities across college.
   12. Provide sexual health information and advice to students.
   13. To draft meeting invites, meeting minutes and outcome letters for review by Safeguarding and Wellbeing Officers and Safeguarding Manager
   14. To process medical questionnaires.
   15. Communicate with prospective students who have disclosed a wellbeing need and raise awareness of support available to them to be able to engage in all aspects of college life.
   16. To liaise with Marketing and prepare safeguarding and wellbeing content for upload onto college social media accounts and blogs.
   17. To provide administrative duties as required, to include promoting the support services via the College’s Virtual Learning Environment (VLE).
   18. To support internal and external audits as required with the collation and organisation of data in collaboration with the Safeguarding and Wellbeing Coordinators and Director of SEND & Student Experience.
   19. To attend Open Days and Resident moving in days as the service requires.
   20. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   21. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   22. To manage student conduct in accordance with College policies.
   23. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   24. The active promotion of and commitment to best practice in equity, diversity & inclusion.
   25. 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.
   26. 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 school other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan\*

33 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* 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;………………………………

Employee

|  |
| --- |
| **POSITIVELY PROMOTING EQUITY, DIVERSITY & INCLUSION** |

|  |
| --- |
| **Person Specification – Safeguarding & Wellbeing Assistant** |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| Current driving licence |  | X |
| **Experience & knowledge** |  |  |
| Experience of working within a similar role |  | X |
| Experience of working within a further or higher education setting |  | X |
| Experience of working in a professional, customer focused office environment |  | X |
| Experience of working as a member of a team | X |  |
| Experience of collating data and presenting this in a user friendly format | X |  |
| Commitment to Equality, Diversity & Inclusion initiatives | X |  |
| Previous experience of database systems | X |  |
| Knowledge of cultural diversity and its impact on learners and institutions |  | X |
| **Ability / Skills** |  |  |
| Commitment to enhancing the experience through service excellence | X |  |
| Excellent communication skills (written and verbal), works effectively within a team | X |  |
| Good organisational and time management skills | X |  |
| Excellent IT skills with the ability to use the range of Microsoft packages | X |  |
| Ability to provide courteous and high standards of customer service | X |  |
| Demonstrates a ‘can do’ outcome focused attitude and approach | X |  |
| Ability to work flexibly to meet changing needs | X |  |
| A positive, pro-active approach to work and problem solving and the ability to spot and deal with issues as they occur | X |  |
| **Personal Attributes** |  |  |
| Ability to work on own initiative | X |  |
| Willingness to learn and take on new tasks | X |  |
| Willingness to work flexibly i.e. evening and weekends | X |  |
| Understanding of confidentiality and data protection issues | X |  |
| Excellent personal presentation | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commit 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.