



# Job Description:

## 0.6 Safeguarding Officer (Term time plus 5 weeks)



## 0.6 Safeguarding Officer (Term time plus 5 weeks) REF: SS0013-728

### The role:

Working closely with the Head of Student Services, Safeguarding Manager, Safeguarding Officers, Head of Learning Support, Head of Studies and Progress Tutors, the post-holder will take a key role in providing support to learners who make disclosures of a Safeguarding nature. They will develop an area of focus in Sexual Violence and Harassment and Healthy Relationships. In addition they will promote and implement the College's Positive Behaviour Policy.

### Responsible to:

The postholder is responsible to the Head of Student Services.

### Key Accountabilities and Responsibilities:

1. Responding appropriately, and in a timely manner to disclosures or concerns which relate to the wellbeing of a learner.
2. Providing guidance to staff who are referring safeguarding disclosures.
3. To develop a detailed understanding of Sexual Violence and Sexual Harassment and Healthy Relationships and develop an annual action plan to address any gaps
4. To review and update the Sexual Violence and Sexual Harassment Policy and develop resources around Healthy Relationships for learners, staff and parents/carers. Linking with relevant agencies to support this annually.
5. To act as Safeguarding Officer on a case loading basis as allocated
6. To support and deliver welfare, wellbeing and safeguarding events annually, working closely with the team to ensure the programme is relevant and meeting all local, regional and national themes.
7. To attend multi agency meetings as and when required to be the being the link person when the focus is around safeguarding children or vulnerable adults. You will be the link between agencies, the learner and the curriculum and support staff to ensure successful outcomes for our learners.
8. To implement and deliver processes that support learners who evoke the Positive Behaviour Policy.
9. To monitor weekly learners who are in the vulnerable cohorts, working with curriculum, external agencies, parents/carers to support attendance and achievement.
10. To feed into and attend annual committee and contribute to the reports provided.
11. To deliver training to staff e.g. Annual Safeguarding Training, Healthy Relationship Training.

12. To work closely with the Safeguarding Manager to manage the successful transition of vulnerable learners, through engaging with our local schools and multi-agency partners and attending all relevant meetings.
13. To maintain accurate and timely records on Pro-monitor and maintain safeguarding records.
14. Monitor the progress of identified students on identified caseloads eg safeguarded students, Cared for/Care Experienced/ those with a social worker / those receiving identified levels of support and safeguards.
15. To contribute to cross College development activities including:
  - Enrolment
  - Admissions
  - College based promotional events
  - Off-site promotional events
20. Required to work occasional evenings.
21. Use College IT systems to complete your duties and responsibilities.
22. To undertake any other duties commensurate with the post which may, from time to time be required.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

### The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Teaching qualification or willingness to work towards	D	A
Level 4 qualification or willingness to work towards	E	A
Level 2 qualifications in English and Maths	E	A
Level 2 in Safeguarding	D	A
Have undertaken relevant training in the last 12 months	E	A

Experience		
Worked with young people/adults delivering support for a minimum of 3 years	E	A/I
Experience of working with students with a range of complex and demanding needs which may include handling sensitive issues and issues that can be distressing or disturbing	E	A/I
Experience of working with multi-agency professionals	D	A/I

Knowledge, Skills and Attributes		
Knowledge and understanding of barriers facing students from vulnerable groups	E	A/I
Knowledge of new and emerging trends in Further Education; particularly in relation to Safeguarding and Vulnerable Adults.	E	AS
Knowledge of support services available to students in the wider community	E	A
Knowledge of the Level of Need Guidance including the each local authority referral methods	D	A/I
Excellent communication / interpersonal skills	E	I
Ability to empathise with students and their needs	E	AS/I/A
Ability to deliver training to staff and students	E	AS
Ability generate own workload and prioritise accordingly whilst working effectively as part of a team	E	A
Ability to maintain accurate records	E	A/I
Commitment to equal opportunities and continuous improvement	E	A
Willingness to work flexibly and adapt quickly to changing priorities	E	A/I
Ability to travel locally and nationally in order to attend external multi agency meetings and training	E	A
Be prepared to undertake staff development	E	I
Willingness to travel between College sites and within the community on a regular basis	E	A
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

**Salary:**

£15,069.13 to £16,057.48 per annum

In order to ensure that employees who are employed on a term time only basis receive regular payments throughout the year, annual salaries are paid in 12 equal monthly instalments in line with the College's leave year (1 September to 31 August).

Please note, in the event of an appointment, contractual change or termination of employment mid-way through the College's leave year, the annual salary for the relevant leave year will need to be recalculated in order to ensure that the correct payment is received based on the projected working hours/weeks or actual working hours/weeks including any entitlement to accrued holiday pay.

### Summary of Terms and Conditions of Employment:

There will be an annualised working year of 852 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' (155 hours) holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days (36 hours). Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2<sup>nd</sup> week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

### Timetable for Appointment:

**Deadline for receipt of applications: Tuesday 7th January 2025 (10:00am)**

**Interviews will be held: Within one month of closing date**

## Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

