



## Job Description

<b>Job Title</b>	Lead Safeguarding Officer
<b>Department</b>	SGS Wellbeing Service
<b>Reporting to:</b>	Director of Wellbeing Services & Designated Safeguarding Lead
<b>Main Purpose of the role</b>	
<p>This role will be responsible for supervising and supporting education and wellbeing mentors at a designated campus and working collaboratively with specified faculties to provide pastoral support to learners who are identified as an agreed caseload of “at risk” learners, in order to maintain their attendance and maximise their progress and achievement.</p> <p>Working in conjunction with the colleagues in the wellbeing team for all safeguarding referrals, interventions and concerns at the College. The post holder will act as a source of training, support, advice and expertise to staff on all matters of Safeguarding.</p> <p>To contribute to the running of the SGS Wellbeing Service function, and ensure that the safeguarding &amp; wellbeing support is delivered to the highest standards across the college, consistently and equitably in line with the College Strategic Priorities.</p>	
<b>Key Tasks / responsibilities:</b>	
<ul style="list-style-type: none"> <li>• To line manage the Education &amp; Wellbeing Mentor postholders at a designated campus</li> <li>• To supervise and support the Safeguarding team, including the allocation of work and the monitoring of the quality of work.</li> <li>• To act as the first point of contact, in conjunction with the Director of Wellbeing Services for all safeguarding referrals, interventions and concerns.</li> <li>• To provide input on specific cases to Safeguarding Panels.</li> <li>• To carry out initial assessment and screening of transition documentation for incoming learners and summarise cases for Director of Wellbeing Services.</li> <li>• To act as a source of support, advice and expertise to staff on all matters of Safeguarding across the College.</li> <li>• To support the Director of Wellbeing Services with risk assessment of students with criminal record disclosures and also any high risk safeguarding concerns</li> <li>• To triage safeguarding concerns raised by staff on the My Concern database, and escalate as appropriate.</li> <li>• To undertake the role of a College Safeguarding Officer and to follow processes and procedures as detailed in the College’s ‘Safeguarding Children, Young people and Vulnerable Adults Policy and Procedure’.</li> <li>• To provide pastoral information, advice and guidance (IAG) to learners at the College.</li> <li>• To provide 1:1 pastoral support sessions for learners identified as “at risk” to help them overcome barriers to their learning.</li> <li>• To work collaboratively with tutors, other relevant staff, parents, carers, external agencies and learners to develop and implement agreed pastoral improvement and support plans in order to enhance learner progress, achievement and wellbeing.</li> <li>• To liaise with and refer “at risk” learners to relevant college staff and external agencies to secure appropriate support and guidance.</li> <li>• To work collaboratively with curriculum and corporate staff in the identification of “at risk” learners.</li> <li>• To act as an advocate for learners where appropriate.</li> </ul>	

<ul style="list-style-type: none"> <li>• To deliver Safeguarding CPD sessions for staff.</li> <li>• To attend EHAP, Child in Need, Child Protection and Core Group meetings as appropriate.</li> <li>• Build up a detailed knowledge of support services available, serving as a single point of contact for learners and access specialist support as appropriate.</li> <li>• To assist with learner induction, open events and meetings when required.</li> <li>• Where possible to refer learners at risk of withdrawal to alternative courses and Information, Advice and Guidance (IAG) services e.g. Careers Advisor, NCS, NEET, Prospect etc.</li> <li>• To provide a confidential Sexual Health and Relationships IAG service to learners in collaboration with Gloucestershire &amp; South Gloucestershire's C Card service.</li> <li>• To maintain accurate and detailed paper-based and computerised records, contribute to the production of written reports, statistics, case studies and evaluations.</li> <li>• To undertake continuous professional development to ensure best practice, including relevant training organised by the local authorities Children's &amp; Adults Safeguarding Boards.</li> <li>• Contribute to the evaluation and development of services across the College as part of the College's ongoing self-assessment cycle.</li> <li>• Represent the College at internal and external events as and when required by the Director of Wellbeing Services &amp; Designated Safeguarding Lead</li> <li>• Any other duties as required that are commensurate with the grade.</li> <li>• Undertake any other duties and responsibilities and / or special projects commensurate with the grade of post.</li> </ul>
<b>Role Dimensions</b>
<ul style="list-style-type: none"> <li>• Measured by learners' response to feeling safe.</li> <li>• Measured by successful interventions and reporting of safeguarding and child protection issues and concerns.</li> <li>• Attendance and retention of learners with specified faculties.</li> <li>• Performance measured by the annual appraisal process.</li> </ul>
<b>Key Interfaces</b>
<ul style="list-style-type: none"> <li>• Director of Wellbeing Services &amp; Designated Safeguarding Lead</li> <li>• Inclusion &amp; Deputy Designated Safeguarding Lead</li> <li>• Curriculum Management</li> <li>• Teaching and Support Staff</li> <li>• Education &amp; Wellbeing Mentors</li> <li>• Learners / Parents / Carers</li> <li>• The Looked After Children's Virtual School</li> <li>• Youth Offending Team (YOT)</li> <li>• CYPS</li> <li>• Social Care Teams</li> <li>• NHS Mental Health Teams</li> <li>• Gloucestershire &amp; South Gloucestershire Sexual Health Service</li> <li>• Drugs and Alcohol Services</li> <li>• Local Voluntary Services</li> <li>• Police</li> <li>• National and Local Voluntary and Charity Support Services</li> </ul>
<b>Supporting College Goals and Values – all roles</b>
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p>

<ul style="list-style-type: none"> <li>• Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.</li> <li>• Promoting the image of the College as one that is committed to the highest standards of delivery and service.</li> <li>• Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.</li> <li>• Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy.</li> <li>• Promoting and implementing best practice in Enabling Positive Behaviour, Health and Safety, Learner Code of Conduct, Learner Charter and; Safeguarding, Children, Young People and Vulnerable Adults.</li> </ul>					
<b>Measurable Performance Standards for this role</b>					
<ul style="list-style-type: none"> <li>• Success and progression rates for "at risk" learners receiving support (narrowing the gap).</li> <li>• Learner and partner satisfaction with support provided.</li> <li>• Contribution to delivery of SGS Wellbeing Service &amp; Student Union service level agreements and related quality improvement plans.</li> <li>• Ensure service standards are in place and timescales for responding to requests for information, data availability are in line with College Policies and Procedures.</li> </ul>					
<b>Level of Disclosure and Barring (DBS) disclosure required</b>					
Enhanced with barred list checks					
<b>Author and Date</b>					
Pez Perrin 08.11.2022					
<b>Job Evaluation (for HR Completion)</b>					
<b>Score</b>		<b>Profile</b>		<b>Level</b>	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

## Person Specification

### Lead Safeguarding Officer and Wellbeing Mentor



Criteria	Essential	Desirable	Assessed by
<b>Qualifications and attainments</b>			
GCSE Maths and English grade C or above or equivalent.	✓		Application form
Full Level 3 Qualification.	✓		Application form
Counselling qualification or ability to demonstrate competency through proven experience in a similar role.		✓	Application form
Level 2 or above IAG qualification or ability to demonstrate competency through proven experience in a similar role.	✓		Application form
Evidence of relevant and recent professional development	✓		Application form
Level 3 Safeguarding qualification or equivalent experience.	✓		Application form
<b>Experience and knowledge</b>			
Experience and knowledge of supervising staff.	✓		
Minimum 3 years' experience of working with young people aged 14+ with emotional, social, mental health and wellbeing issues.	✓		Application form / interview
Specialist knowledge / experience in relevant fields e.g. Mental Health, Youth Work, Social Work etc.	✓		Application form / interview
Ability to effectively monitor and evaluate data.	✓		Application form
General Administration skills including preparation of reports.	✓		Application form
An awareness of SEND.		✓	Application form
<b>Skills and abilities</b>			
IT Literate (especially proficient in the use of Excel and Word).	✓		Application form/

Criteria	Essential	Desirable	Assessed by
Friendly, outgoing and confident with young people and adults.	✓		Application form/ interview
Good judgement so knows when to deal with an issue and when to refer it to a specialist.	✓		Application form/ interview
High levels of personal integrity and respect for others.	✓		Application form/ interview
Positive and proactive in responding to the needs of the College, learners and other staff.	✓		Application form/ interview
Values diversity with strong commitment to promoting equality and business excellence.	✓		Application form/ interview
<b>Essential College Attributes</b>			
<b>Initiative:</b> Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
<b>Influencing skills:</b> The ability to persuade others.	✓		Application form/ interview
<b>Interpersonal Skills:</b> The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
<b>Teamwork:</b> The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
<b>Circumstances of role (if applicable)</b>			
Ability to meet particular conditions of the role e.g. unsocial hours or travelling between campuses.	✓		Application form
Occasional evening and weekend work will be required as part of a rota. Time off in lieu will be given.	✓		Application form