



## Information for applicants

Application for the Post of: Safeguarding Officer

Thank you for your interest in the above post. I hope you find the following information of interest, and that you are encouraged to apply. The closing date for received applications is midday on **Friday, 15<sup>th</sup> June 2018**.

Included in this pack is an outline job description and a person specification.

You will also find a link to the following forms which need to be completed and returned to the Human Resources Department at the address given on the form:

1. Application Form (please do not replace with your CV)
2. Criminal Record Declaration Form
3. Equal Opportunities Policy and Form

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, identity, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. If you have not heard from us within four weeks of the closing date, your application will have been unsuccessful on this occasion.

Yours sincerely

*Jenny Anderson*  
*Human Resources Manager*

encs.



## **Safeguarding at Wyke**

## Job Description

<b>Job Title :</b>	Safeguarding Officer
<b>Postholder's name:</b>	
<b>Reporting to :</b>	Assistant Principal
<b>Overall purpose:</b>	To work with the Designated Safeguarding Person to ensure the safety and well-being of at risk students at the College and provide a comprehensive safeguarding service. To act as a central point of referral for all safeguarding concerns and either offer support personally or refer students on to the appropriate support, maintaining all necessary records.
<b>Policy and procedure:</b>	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including Health and Safety, appraisal and promoting equality of opportunity.
<b>Key duties:</b>	
<b>Safeguarding</b>	<p>You</p> <ul style="list-style-type: none"> <li>a) are committed to the safeguarding of students and promote this to all staff, students and external agencies.</li> <li>b) act as a first point of contact, receiving, responding to and acting upon referrals by staff, students and external bodies;</li> <li>c) interact continuously with teaching and other staff to ensure students' needs are fully addressed;</li> <li>d) maintain the highest standards of confidentiality</li> <li>e) consult with and inform parents/advocates as appropriate</li> <li>f) refer students to other agencies and sources of support appropriate to their needs in a timely manner;</li> <li>g) support the transitions of students into and out of the college</li> <li>h) attend external meetings as required including child protection conferences, contributing as appropriate and adhering to the requirements of the situation</li> <li>i) deliver high quality training on safeguarding and anti-radicalisation and advise on the training levels required for different staff groups, working with the H.R. Manager to ensure this takes place.</li> <li>j) keep informed of current legislation and guidance with regards to safeguarding, anti-radicalisation and surrounding issues, cascading the information as appropriate.</li> </ul>
<b>Other activities:</b>	<p>You</p> <ul style="list-style-type: none"> <li>a) establish and maintain working relationships with relevant external bodies</li> <li>b) input into the design of systems, policies and procedures</li> </ul>
<b>Appraisal and Staff Development:</b>	<p>You</p> <ul style="list-style-type: none"> <li>a) participate in arrangements made for the appraisal of your performance and that of other staff in the light of the responsibility for the appraisal of staff that is laid on the College Principal by Article 3(2)(c) of the College's Articles of Government;</li> <li>b) review from time to time your methods of working;</li> <li>c) participate in arrangements for your further training and professional development;</li> </ul>
<b>Administration:</b>	You

	<ul style="list-style-type: none"> <li>a) maintain accurate, up to date and confidential records</li> <li>b) collate accurate and timely data on safe</li> <li>c) participate in administrative and organisational tasks related to such duties as are described above, including the ordering and allocation of equipment and materials;</li> <li>d) attend meetings as required to contribute to the successful running of the College</li> </ul>
<b>Other duties :</b>	This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.
<b>Remuneration :</b>	SFCA SS Point 33 pro rata
<b>Hours:</b>	37 hours per week, term time only (with some flexibility required)

### Person Specification

Essential qualities	Desirable qualities	Evidence sources
Understanding of and commitment to safeguarding and promoting the welfare of young people.		Application Interview
Qualified to level 3 in safeguarding and undertaken anti-radicalisation training	Further qualifications in safeguarding and/or anti radicalisation	Application (and certificates where offer of appointment is made).
Good general education at Level 3 or above	A degree level qualification	Application (and certificates where offer of appointment is made).
At least 2 years of experience in carrying out a safeguarding-related role	Experience of delivering safeguarding training and working with external agencies	References Application
Genuine care and respect for the welfare of students	Proven track record of demonstrating this.	Application Interview References
Sound judgement and ability to assess risk	Proven track record of demonstrating this	Application Interview References
Excellent communication skills and diplomacy	Experience of having previously handled sensitive issues is a professional capacity	Interview References
A positive attitude and ability to solve problems		References Interview
Resilience and calmness in difficult situations		Interview References
Sensitivity and able to maintain high levels of confidentiality		Interview References
Commitment to team-work and ability to build positive working relationships	Proven track record in both	Application Interview References
Ability to successfully manage competing demands and prioritise workload appropriately		Application Interview References