

The Leicestershire College Job Description

1. Job Details

Job Title: **Safeguarding Coordinator**

Competency Level: **Business Level 3**

Job Number: **96095**

Reporting To: **Head of Learner Services, Adult and Community Provision**

Department: **Learner Services**

Annual Salary (FTE): **£26,475 per annum**

Date: **August 2019**

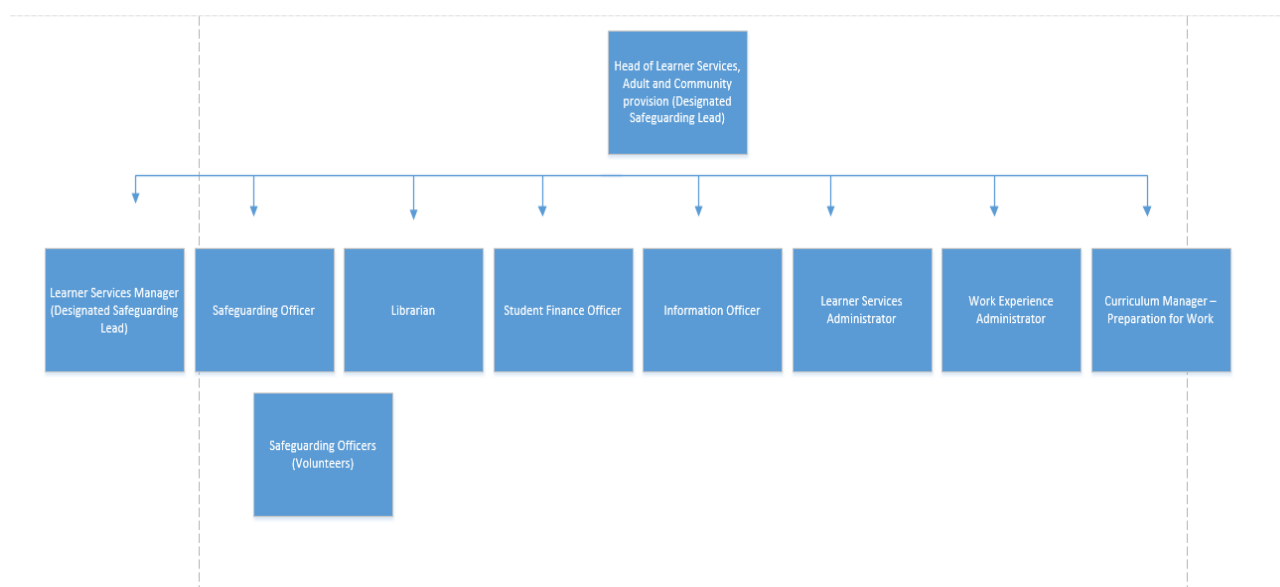
2. Job Purpose

To act as an initial contact for Safeguarding and Prevent referrals. Working collaboratively with the Designated Safeguarding Leads to provide advice, guidance and support to learners and staff cross college.

3. Dimensions

Not Applicable

4. Organisation chart



5. Key Responsibilities

1. Respond appropriately and provide advice and guidance to College staff and learners on initial disclosures, concerns and referrals, which relate to the wellbeing of all learners around Safeguarding and Prevent aspects.
2. To maintain accurate, confidential and up-to-date records on all cases of Safeguarding and Prevent and report to the Head of Learner Services, Adult and Community provision.
3. Support the Head of Learner Services, Adult and Community provision in reviewing and updating policies and procedures for Safeguarding, Prevent, Equality and Diversity and British Values
4. Assist the Head of Learner Services in analysing data to create up to date reports for the Senior Leadership, executive and Governors with regards to safeguarding at Loughborough College
5. Encourage good practice for Safeguarding, Prevent, Equality & Diversity and British Values across College by assisting in the development and delivery of effective training and resources
6. Support the Head of Learner Services, Adult and Community provision in developing new initiatives to enhance communications and interactions with College learners
7. Contribute to a range of cross College enrichment activities that seek to promote safeguarding procedures as well as signposting to external resources/organisations
8. To oversee the support and training of the safeguarding officers cross college, including the delivering of training and de-briefing where necessary
9. To oversee the implementation and delivery of the safeguarding officer rota to ensure that the college can meet its duty by operating the safeguarding phone at all times during college opening hours
10. Where required, develop links with a range of multi-agency providers to provide opportunities for learners as well as keeping them safe
11. Attend internal and external meetings as and when required
12. Attend relevant training as and when required
13. To maintain confidentiality at all times
14. To uphold the college duty of care at all times
15. Demonstrate consistently the positive attitudes, values and behaviours of the organisation
16. Take appropriate responsibility to ensure the health and safety of self and others
17. Pursue the achievement and integration of equal opportunities and ensure commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
18. Undertake any other tasks and responsibilities appropriate to the level of this post

6. Key Result Areas

Action	Result
Maintain accurate safeguarding records	Statutory duties are met with clear actions and outcomes recorded demonstrating how learners are safeguarded.
Respond appropriately to safeguarding calls in a timely manner	Timely interventions ensure any risk to learners, and where applicable children and vulnerable adults, are minimised.
Contribute to the identification of emerging trends and generating action plans to address	Staff are aware of trends and able to identify and respond appropriately. Interventions and communication with staff and learners are in line with emerging trends.
Contribute to identifying training needs of staff and learners and develop opportunities to address any gaps in knowledge or skills.	All staff and learners know their responsibilities for keeping themselves and others safe in line with Keeping Children Safe in Education.

7. Key Working Relationships and Communications

Internal:

Head of Learner Services, Adult and Community provision, Learner Services Manager, Designated Safeguarding Leads, and Staff of all levels and areas of College, Learners.

External:

Local Authority key contacts, Regional Prevent Lead, Police, Health and social care services as appropriate

8. Scope for Impact

Not Applicable

9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a Maths and English qualification Levels 4-9 (GCSE A-C) or equivalent	x		Application/ Certificates
2.	L3 qualification in Safeguarding (or other relevant subject)		x	Application/ Certificates
3.	Has received training or is willing to be trained in the Local Authority Designated Safeguarding Lead Training	x		Application/ Interview
EXPERIENCE				
4.	Extensive experience of working within an education setting	x		Application
5.	Experience of responding to safeguarding concerns and providing timely action	x		Application/ Interview
6.	Experience of working with multi-agencies to safeguard children and/or vulnerable adults	x		Application
7.	Experience of delivering training to both children and vulnerable adults as well as delivering training to colleagues		x	Application/ Interview
SKILLS & KNOWLEDGE				
8.	Able to multi task and prioritise on a daily basis	x		Interview
9.	Thorough understanding of Keeping Children Safe in Education (2016) and the relevance within an FE setting	x		Application/ Interview
10.	Knowledge of safeguarding thresholds and when referrals to external agencies (social services, police etc.) need to take place	x		Interview
11.	Excellent organisational and administration skills	x		Application/ Interview
12.	Access to own vehicle/transport, to enable attendance to multi-agency meetings located within Leicestershire where necessary	x		Application
BEHAVIOURS				
13.	Remain calm under pressure and in challenging circumstances	x		Interview
14.	Positive team player who is focussed on solutions	x		Interview
15.	Able to work independently and use own initiative	x		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. The Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. The Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in **August 2019** and may be amended in light of changing circumstances following discussion with the post holder.

Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	