



Job description

Title:	Safeguarding Officer
Grade:	EC4/5
Activity:	Regulated
Responsible to:	Safeguarding Manager (DDSL)
Functional links with:	The well-being and safeguarding team, Faculty Heads, Heads of Department, Tutorial Leads and Assistant Principals

Aims:

- To have energy, passion and enthusiasm for the safeguarding and welfare of our young people.
- To support the Safeguarding and the Student Experience leadership team and staff development across the college to ensure we offer the very best high-quality safeguarding and well-being provision for our young people.
- To provide support, intervention and triage of safeguarding and emotional health and well-being cases and ensure the highest standards for the student experience and outcomes
- To support the dissemination of best practice in safeguarding practice and emotional health and well-being across the College
- To be a role model in the Student Experience Department, an ambassador of best practice to staff within a professional culture and climate of continuous improvement.
- To be willing to work flexibly to support learner welfare.

Job Purpose:

The Safeguarding Officer is a support role within the College, reporting directly to the Safeguarding Manager and working with the Well-being teams, Tutorial leads and tutors to ensure effective and efficient management of safeguarding in line with regulatory and legislative requirements and:

- with full regard for the College's Safeguarding, Equality, Diversity, and Health and Safety requirements;
- to achieve individual and team targets assigned through the College's annual planning and annual review processes;
- to operate within approved income and expenditure budgets;
- subject to the College's approved strategies, policies and procedures

Main Tasks:

1. To work with and support the Safeguarding Manager (DDSL) for Exeter College as the Safeguarding Officer.
2. To play a key role in supporting safeguarding within the college.
3. To work with the Safeguarding Manager, to provide support with communication on matters of Child Protection and Safeguarding including the Prevent Strategy and British Values. To work with the Safeguarding Manager to ensure all college staff and appropriate others e.g. Governors, are appropriately trained in such issues.
4. To ensure learners in college or college endorsed accommodation remain safe by supporting the DSL and DDSL leadership in exceeding the expectations set out in inspection frameworks. For those learners not in such accommodation, to ensure a suitable framework of safeguarding support is effectively communicated to all relevant staff, students and parents/ guardians.
5. To work with the DSL and Safeguarding Manager to ensure the college complies with relevant legislation and practice related to all issues surrounding Child protection, Safeguarding and the prevention of radicalisation.
6. To work with the Safeguarding Manager in maintaining, reviewing, developing and improving the College's safeguarding systems and procedures, including CPOMs. To systematically monitor and evaluate safeguarding and welfare activities according to college policies and procedures to ensure compliance and quality is maintained and improved.
7. Collect and analyse data, ensuring it is used appropriately to adjust priorities and service.
8. To review and where necessary to support the review of relevant policies & procedures relative to the areas of responsibility.

9. To help with the preparation of management reports and papers as required to meet internal, external needs and the Governing Body.
10. To support the Safeguarding team to work with the tutorial leads and teaching teams to ensure that reporting of Safeguarding procedures to parents, employers and other support agencies are properly implemented.
11. To ensure that through faculties and tutorial leads, all students are made aware of the college safeguarding and well-being services available to them.
12. To attend internal staff meetings, safeguarding meetings and student disciplinary meetings in a supportive capacity when required.
13. To provide cover for the Safeguarding Manager as required, including being on-call as part of a safeguarding rota during working hours.
14. Undergo and regularly update safeguarding training to ensure the appropriate level of knowledge and skill is maintained.
15. Undertake all other appropriate duties as directed by the Safeguarding Manager to support and ensure the College fulfils its safeguarding responsibilities.

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites.

October 2019

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.



Person Specification

Safeguarding Officer

Criteria		How Evaluated	
Experience	Essential:	Application	Interview
	Knowledge of safeguarding policies and procedures.	✓	
	Liaising with outside agencies, families, staff and children.	✓	✓
	Good oral and written skills.	✓	
	Excellent interpersonal skills. Applying a calm, non-judgemental approach to support volatile/distressed individuals.	✓	✓
	Knowledge of Behaviour Management.		✓
	Excellent communications and literacy skills.		✓
	Knowledge of current legislation directly related to the role.	✓	✓
	Knowledge of data protection.	✓	✓
	Up-to-date educational, pastoral and academic knowledge.		✓
	Desirable:		
	Experience of working in a college setting	✓	
	Knowledge and understanding of the Ofsted Education Inspection Framework and other relevant inspection frameworks	✓	
Skills and Abilities	Essential:	Application	Interview
	Excellent communication skills	✓	✓
	To encourage and support learners	✓	✓

	To use appropriate software packages eg Microsoft, CPOMs etc	✓	✓
	Excellent written skills	✓	✓
	Attention to detail	✓	✓
	Desirable:		
	Maintenance of accurate records.		✓

Qualifications	Essential:	Application	Interview
	Appropriate L3 academic/ vocational qualification	✓	
	Level 3 Child Protection and Safeguarding		
	Desirable: Professional qualification	✓	
Personal Qualities	Essential:	Application	Interview
	Deep and demonstrable resilience		✓
	Ability to work under pressure in a systematic and well organised manner		✓
	Driven to be an exceptional support to the management team.		✓
	To provide excellent role modelling		✓
	To be a cross-College team player.		✓
	Desirable: Track record as a pro-active professional		✓
	To have a holistic & cross-college approach.		✓
Mandatory Requirements	Essential:	Application	Interview
	Commitment to safeguarding and promoting the welfare of children and vulnerable adults enrolled at College		✓
	Commitment to equal opportunities		✓

Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.



MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

