
TITLE: Senior Safeguarding & Enrichment Manager

GRADE: Management Spine

RESPONSIBLE TO: Group Head of Safeguarding

RESPONSIBLE FOR CROSS CAMPUS:

Support staff

PURPOSE OF JOB:

- To lead on Safeguarding/ Prevent for the Campus attending external meetings, ensuring all internal systems are robust and the safeguarding team are supported and trained
- To lead on Equality and Diversity / British Values, including chairing the Equality and Diversity committee, and coordinating relevant events to promote Equality and Diversity to the student body
- To lead on Enrichment at the Campus.
- To deputise for the Group Head of Safeguarding as necessary.

MAIN TASKS AND RESPONSIBILITIES:

1. Managing Strategy:

- 1.1 To contribute to the development of the College's Self-Assessment Report. To support the Self-Assessment and Quality Improvement arrangements for their area across the campus.

2. Managing Operations:

- 2.1 To take responsibility for the management of the area creating an ethos which is inclusive and high performing.
- 2.2 To represent the College externally on a range of committees, groups and partnership boards concerned safeguarding.
- 2.3 To contribute to the day-to-day management of the College.
- 2.4 To be responsible for quality assurances processes within their specific areas of responsibility.

- 2.5 To lead on the disciplinary process across the campus chairing disciplinary meetings and ensuring it is implemented consistently and recorded appropriately.
- 2.6 Support the Duty Manager scheme across New City College including monitoring, training and support for managers as well as being part of the Duty Managers team.
- 2.7 Produce evaluative termly progress reports to senior managers and Governors.
- 2.8 Work with tutors to ensure all mandatory themes are promoted through tutorials particularly Safeguarding, Prevent, British Values and Equality & Diversity.
- 2.9 Devise strategies to promote peer to peer mentoring amongst the student body.
- 2.10 Lead on Enrichment programme to ensure it develops student's wider skills, including: employability skills; British Values; Safeguarding & Prevent; equality and diversity awareness; citizenship and team working.

3. Managing Finances:

- 3.1 To plan and justify the annual budgets for their areas.
- 3.2 To be responsible for the effective monitoring and control of cost centre expenditure, including staffing budgets, within College guidelines.

4. Managing People:

- 4.1 To be responsible for the line management, support, supervision and professional development review of designated staff, setting and monitoring performance and financial targets as appropriate.
- 4.2 To lead on the recruitment and selection of staff across the campus for their area and the designation of their responsibilities and duties.
- 4.3 To ensure that all new staff in their area are given appropriate induction in accordance with College policy.
- 4.4 To identify staff training and development needs and ensure that these meet strategic and operational priorities.
- 4.5 To support and develop effective cross campus working ensuring the sharing of good practice and consistent approaches to curriculum delivery.

5. Managing Information:

- 5.1 To maintain up to date knowledge of national, regional and local developments in Further and Higher Education.
- 5.2 To be responsible for the accuracy, timeliness, interpretation and use of statistical data as required by your manager, SMT and governors.

6. In common with all other staff:

- 6.1 To support the College's mission, vision, values and strategic objectives.
- 6.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristic groups in the College's services.
- 6.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 6.4 To implement the College's safeguarding policies and practices.
- 6.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 6.6 To ensure that data is handled in line with the General Data Protection Regulations.
- 6.7 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 6.8 To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.