



Job Description	Safeguarding & Welfare Officer
<p><u>Role Specific</u></p> <ol style="list-style-type: none"> 1. Work closely the Safeguarding and Prevent Manager and Safeguarding Co-ordinators to deliver high quality and effective safeguarding and welfare support to all students across the organisation 2. Act as a key contact to an allocated case load of students, especially those who are vulnerable including young carers, students living independently, Looked After Students, Care Leavers and those at risk 3. To support the engagement, retention and achievement of students, signposting to and/or working with other services within and outside of the organisation as required in order to ensure they are safe and have the best opportunities to succeed 4. Ensure compliance with all safeguarding expectations including the accurate, confidential and up to date record keeping of all safeguarding and welfare activity 5. Promote and administer the accurate allocation of the Vulnerable Bursary Fund payments to those students who qualify and work with colleagues to identify and address any other financial assistance and/or emergency support needs 6. Establish and maintain effective working relationships with students, internal staff and external organisations to ensure timely referrals, interventions and positive outcomes for those in need of safeguarding and welfare support 7. Facilitate the active promotion of safeguarding and welfare related policies, procedures and systems as requested to keep students safe and support the wider tutorial programme as requested, including the delivery of relevant activities, maintenance of display boards and publicity materials in relation to safeguarding service 8. Respond to student related incidents on campus around conduct and behaviour, and the implementation of the cross college behaviour, bullying and disciplinary strategies 9. Work with and follow the direction of the College DSLs and Deputy DSLs in relation to safeguarding learners 10. Participate in and maintain own continuing professional development in the context of the post and the College staff development policy by undertaking appropriate training as identified. 	
<p><u>College Responsibilities</u></p> <ol style="list-style-type: none"> 1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively 2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation. 3. Value diversity and promote equality 4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies 5. Contribute to cross-college events 6. Adhere to College policies and procedures including health and safety 7. Ensure good communication at all levels 8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults 9. Any other duties that the Principal considers appropriate 	





Person Specification	School Liaison Officer
	Essential / Desirable
Qualifications and Attainments	
A Level or equivalent	Desirable
4 GCSEs or equivalent including Maths and English at Grade C or above	Essential
Training, Experience and Knowledge	
Successful experience of working with young people and vulnerable adults	Essential
Experience of providing information, advice and guidance to young people	Highly Desirable
Experience of working in partnership with external agencies	Essential
Working knowledge of Safeguarding Child Protection policies, procedures and issues	Essential
Experience of working in the Further Education Sector	Desirable
Knowledge of current safeguarding issues	Essential
Personal Skills and Attitudes	
Excellent IT and administrative skills	Essential
Display initiative, be positive and enthusiastic	Essential
Be flexible and responsive to student need	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Possess excellent communication skills, having the ability to relate to and empathise with a broad range of students of different ages, from different backgrounds and cultures	Essential
Be a team player	Essential
Good presentation skills	Essential
Ability to respect confidentiality	Essential
An understanding of Further Education Finance e.g. College Bursary Funds	Desirable
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College (attendance at Open Events; Consultation Evenings etc., as required)	Essential
A current driving licence and access to a car	Desirable

