

# INFORMATION FOR APPLICANTS

WORKING AT WYKE SIXTH FORM COLLEGE



## INTRODUCTION

Application for the Post of: **Safeguarding Officer**

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is **Wednesday 27th September 2023 at 9am**. Included in this pack is some information about the Safeguarding Team, an outline job description and a person specification.

For further details and to access the application portal please see below or visit [www.wyke.ac.uk/about-wyke/staff-vacancies](http://www.wyke.ac.uk/about-wyke/staff-vacancies). If you have any queries about applying for the role, please contact [personnel@wyke.ac.uk](mailto:personnel@wyke.ac.uk), or call 01482 346347.

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, qualification, barring, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. Following short listing, we will endeavour to contact all applicants via email to advise them whether they will be invited in for an interview process.

Yours sincerely

Jenny Anderson

#MakeItHappen

[www.wyke.ac.uk](http://www.wyke.ac.uk)

# WORKING AT WYKE

Wyke is a successful and highly ambitious Sixth Form College whose aim is to be the best College in the country. We are an established, popular College with an outstanding reputation in the locality. The college draws students from Kingston-Upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have over 2200 students and around 200 members of staff. We offer a wide range of A Level courses as well as some highly successful BTEC courses (equivalent to one, two and three A-levels), and a small number of GCSEs.

Each A-level, GCSE or BTEC is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day begins at 9a.m. and finishes at 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college and allow a time for them to catch up with each other.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. The approach for this was recently revised so that so that members of staff fall into one of a number of development strands e.g. 'Aspiring Leaders', 'Lead Learners', 'Pastoral', 'Administrative'. Some development activities take place on one of the four Development Days spread across the year while other sessions are during afternoon workshops or independent activity which happens whenever is convenient for the staff members involved. Our plan is that every member of staff will have an entitlement to a significant amount of development every year and we also offer a system for people to log that development, including any activities undertaken independently.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn, have chosen their programme and have high aspirations and standards of behaviour.

# WORKING AT WYKE

Our employees at Wyke 6th Form College have access to a number of different benefits including:

- Generous pension schemes
- Generous holiday entitlements
- Significantly enhanced sick pay
- In service life cover
- Structured pay grades
- Funded development opportunities
- Free tea and coffee
- Free staff counsellor
- Other mental health support including Mental Health First Aiders on site
- Occupational Health support
- Flu-jabs
- Cycle to Work Scheme
- Multi-faith room
- Subsidised food costs
- Subsidised social events
- Use of library facilities
- Staff sports classes
- Opportunities to travel with college trips

# THE SAFEGUARDING TEAM AT WYKE SIXTH FORM COLLEGE

Safeguarding is an essential and fundamental part of our College and all staff have a key role to play in keeping our students safe. We have a strong and well-established safeguarding team, and all members are fully trained and experienced in managing serious safeguarding issues. This position is being introduced to due to the promotion of the current postholder. This post is vital to ensuring that we continue to have the capacity to respond to issues as they emerge and the ability to manage our systems and processes effectively.

Our main safeguarding system is CPOMs, and all staff use this system to communicate any concerns. This system is essential to us as it allows us to access legacy information from 90% of our feeder schools in a timely and efficient manner. We have brought online industry leading web-filtering software that allows us to monitor student safety online and we have significantly invested in the security of our site in recent years.

The team has strong links with a number of external agencies and works closely with the local authority, local and regional Prevent teams and a multitude of external support agencies.

This is a key role in one of the most important areas of the College. The successful applicant will have to work cohesively with other members of the safeguarding team, the wider college community, external professionals, students, and parents, often in difficult circumstances to make informed decision about how to keep our students safe.

This is a challenging but rewarding role and an excellent opportunity to become part of a supportive and professional team within one of the highest performing educational institutions in the country.

The Safeguarding team is fundamental to the delivery of the College's strategic objectives. We aim to progress this team further by developing, shaping and influencing the wider college student support services.



# JOB DESCRIPTION

Job Title :	Safeguarding Officer
Postholder's name:	
Reporting to :	Safeguarding and Welfare Lead/Deputy Designated Safeguarding Lead (ODSL)
Overall Purpose:	To work with the Safeguarding Team to ensure the safety and welfare of students at the College and provide a comprehensive safeguarding service. To act as a point of referral for all safeguarding concerns and either offer support personally or refer students on to the appropriate support, maintaining all necessary records.
Policy and Procedure:	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.
Key Duties:	<p>You</p> <ul style="list-style-type: none"> <li>• Are committed to the safeguarding of students and promote this to all staff, students and external agencies.</li> <li>• Act as a first point of contact, receiving, responding to and acting upon referrals by staff, students and external bodies.</li> <li>• Work with teaching and other staff to ensure students' needs are fully addressed.</li> <li>• Maintain the highest standards of confidentiality.</li> <li>• Consult with and inform parents/advocates as appropriate.</li> <li>• Refer students to other agencies and sources of support appropriate to their needs in a timely manner.</li> <li>• Support the transitions of students into and out of the college.</li> <li>• Attend external meetings as required including child protection conferences, contributing as appropriate and adhering to the requirements of the situation.</li> <li>• Support students with ongoing and serious safeguarding concerns.</li> <li>• Play a role in preparing and delivering safeguarding training for staff and maintaining regular liaison with teaching staff and tutor leaders to ensure safeguarding topics are fully embedded in the curriculum.</li> <li>• Carry out regular professional updating to ensure the College's safeguarding service is current and reflects emerging plans and policies.</li> <li>• Contribute as part of the safeguarding team to the administration and management of the College safeguarding systems and processes.</li> <li>• Contribute to the provision of guidance and information offered by the Safeguarding and Welfare Team.</li> <li>• Keep informed of current legislation and guidance with regards to safeguarding, anti-radicalisation and surrounding issues, cascading the information as appropriate.</li> <li>• Lead individual or group support sessions for students where necessary (the safeguarding team will be responsible for the management of these sessions).</li> </ul>

# JOB DESCRIPTION

<i>Other activities:</i>	<p>You</p> <ul style="list-style-type: none"> <li>• establish and maintain working relationships with relevant external bodies</li> <li>• input into the design of systems, policies and procedures</li> </ul>
<i>Appraisal and Staff Development:</i>	<ul style="list-style-type: none"> <li>• 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>• review from time to time your methods of working;</li> <li>• participate in arrangements for your further training and professional development;</li> </ul>
<i>Administration:</i>	<p>You</p> <ul style="list-style-type: none"> <li>• maintain accurate, up to date and confidential records</li> <li>• collate accurate and timely data on safe</li> <li>• 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>• attend meetings as required to contribute to the successful running of the College</li> </ul>
<i>Other duties :</i>	<p>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</p>

# PERSONAL 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 safe-guarding and undertaken anti-radicalisation training (Training will be provided for the successful candidate).  Further qualifications in safe-guarding and/or anti radicali-sation	Application (and certificates where offer of appointment is made).
Good general education at Level 3 or	A degree level qualification	Application (and certificates where
Experience in carrying out a safeguarding-related role	Experience of working with external agencies	References Application
Genuine care and respect for the welfare of students	Proven track record of demonstrating this.	Application Interview
Sound judgement and ability to assess risk	Proven track record of demonstrating this	Application Interview
Excellent communication skills and diplomacy	Experience of having previously handled sensitive issues	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
Ability to successfully manage competing demands and prioritise workload appropriately		Application Interview References

## FURTHER INFORMATION CONTACT

Wyke Sixth Form College

Bricknell Avenue

Hull

HU5 4NT

(01482) 346 347

office@wyke.ac.uk

#WeAreWyke #MakeltHappen



@wykesfc



@WykeSixthFormCollege



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Wyke TV