



### **Job Description**

**Title: Safeguarding and welfare Lead**

**Grade: 6/SO1**

#### **Relationships**

Responsible to: Designated Safeguarding Lead/ Deputy Principal

Responsible for: Student welfare and safeguarding

Reports to: Designated Safeguarding Lead/ Deputy Principal

#### **Main purpose:**

To ensure the safety of all students through outstanding attendance monitoring, robust safeguarding processes, and improved outcomes and opportunities for the young people and their families by providing a range of family interventions and support.

#### **Purpose and main responsibilities:**

- To work alongside the Designated Safeguarding Lead and other identified professionals to provide the appropriate interventions to support students according to their needs with regards to safeguarding and child/adult protection.
- Under the supervision of the Designated Safeguarding Lead/ Centre Leadership Team, monitor and co-produce curriculum intervention plans.
- To implement strategies in supporting students to improve their emotional health and wellbeing.
- To engage with students, parents and social services in professional discussions, often in meeting form.
- To evaluate internal referrals and identify whether cases meet the local authorities' thresholds for an Adult social care referral.
- To work collaboratively with other internal teams to organise and implement strategies and interventions required, such as a mental capacity assessment.
- To ensure all staff have a clear understanding of consent and information sharing within an adult protection context.
- To be the named Mental Health lead for the centre/region, under the supervision of the DSL.
- To work with the relevant department and teams to ensure that all staff have undertaken the necessary safeguarding and adult protection training within the statutory time frames.
- To use the appropriate systems to update concerns and alert the appropriate person/team, and to keep detailed, accurate, secure written records of concerns and referrals.
- Conduct home visits under the supervision of the Designated Safeguarding Lead and/or Centre leadership team.
- To assess the needs of students and their families, and respond by offering support, advice and guidance with financial (bursary/FSM) and social issues as required.
- To attend and engage in a variety of student-focused meetings including for example multi-disciplinary, planning, annual reviews, class meetings etc.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to College in collaboration with the Designated Safeguarding Lead and centre leadership team.

- To use IT systems to produce reports, often to tight timescales, using word processing skills and record information including statistical data, providing reports to the Designated Safeguarding Lead/ Centre Leadership Team and Senior Leadership Team.
- To be fully aware of the principles of safeguarding and adult protection.
- To work in conjunction with Deputy Principal to develop a system focused on evidence impact of MHWB.
- To ensure that the Safeguarding Lead is made aware of, and kept fully informed of any concerns you may have in relation to safeguarding and/or child protection.
- To promote and implement all agreed policy statements, e.g. Safeguarding of Children and Vulnerable Adults, Health & Safety, Equality and Diversity etc.
- To work across College sites.
- To undertake such other duties of a similar nature as maybe required by the Principal.