**JOB SPECIFICATION**



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| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| Student Support and Safeguarding Officer  Part time – 18.5 hours  Term time only – 39 weeks | Safeguarding, Support and Welfare  Based at the Preston Campus  (but may be required to work at other centres as required) |
| **SALARY** | **BENEFITS** |
| £23,318 to £26,807 per annum, pro rata,  relating to qualifications and experience,  plus holiday entitlement.  **Please note the salary is based on 37 hours a week, 52 weeks per year.**  To be paid over 12 equal monthly payments | Local Government Pension Scheme  26 days holiday pro rata rising to 31 days pro rata following 5 years service plus Bank Holidays pro rata |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Director of Student Support and Welfare  Safeguarding and Support Manager | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| The Safeguarding and Support Officer will be instrumental in the delivery of a range of therapeutic, safeguarding and welfare strategies with students, including assessment and intervention, in line with Keeping Children Safe in Education and other legislative and best practice guidance.  The post holder will play an active role within the Safeguarding and Support Team, working collaboratively and professionalism with pastoral, curriculum, inclusive learning, residential and business support staff, maintaining links with external agencies and families in order to maintain a culture of vigilance and responsibility, maintaining the safest possible environment for all our students.  The Safeguarding and Support Officer will support the work of the Designated and Deputy Safeguarding Leads, ensuring and supporting compliance with Safeguarding Policies. This will include responding to and managing safeguarding cases, attending meetings including multi-agency meetings off site and virtually, liaison with families and external agencies and key safeguarding partners.  To report to the Safeguarding and Support Manager and therefore the Director of Student Support and Welfare.  The scope of the job includes all students at all centres of learning including work-based students. | |
| **DUTIES** | |
| To support the Designated and Deputy Safeguarding Leads and other Safeguarding officers in the robust application of the College Safeguarding Policy, Keeping Children Safe in Education and other safeguarding policies and practice. | |
| Respond to and prioritise matters of safeguarding, child protection and wellbeing concerns as they arise and are reported and will do so in a timely manner.  Work to engage students, families and carers of our students and working as part of multi-agency teams with external agencies to improve outcomes for students.  Provide support, advice, assessment, planning and intervention on individual cases, carrying out appropriate assessments, identifying levels and type of risk or concern and intervention.  Utilise assessment tools for effective assessment of need and intervention (eg DASH, Brook traffic light tool / inappropriate sexualised behaviour, continuum of need, request for support forms, MASH referrals and other local authority and agency assessment, neglect assessment framework) .  Refer students to statutory agencies as appropriate in line with policy, local procedures and legislation and signpost students and their families to other agencies/support groups.  To create and monitor individual care plans and risk assessment for identified students. Utilise safety plans (such as papyrus safety plan) to build effective and safe mental health support plans for the student.  Formulate College student support plans in partnership with the student and disseminate to internal and external personnel as required, providing holistic mental health support for students.  Contribute to the completion of safeguarding risk assessments.  Be competent in the use of safeguarding reporting and recording systems.  Be able to write clear and accurate reports for meetings and safeguarding conferences.  To arrange, be an active participant and be able to lead internal and external meetings for students, such as Child protection, Child in Need, Early Help, Personal Education Plans and Children Looked After reviews. Act as Lead Professional for Early Help Plans.  To manage a caseload of students, providing high quality safeguarding assessments and interventions, working with students, families, carer, College teams and external agencies.  To carry out direct work with individual or groups of students using a range of support strategies including around a range of pastoral and safeguarding issues including emotional wellbeing and mental health.  To meet with Assistant Heads of area, Curriculum, inclusive learning teams and the Residential Support team on a regular basis to monitor any students of concern.  Maintain accurate and timely records on the College electronic student record systems, Promonitor, CPOMS and following up any actions. Maintain other records as appropriate to maintain timely recording of concerns, interventions including attendance at and minutes of meetings.  Attend and input into College team meetings as appropriate including representing student support in performance management meetings and team quality monitoring reviews as appropriate.  Be instrumental in the promotion of health, wellbeing and safeguarding.  Plan and facilitate a range of awareness sessions, develop and share resources around a range of health and wellbeing, safeguarding and support areas.  Attend parents’ evenings, other internal and external meetings and other well-being events.  Consult with the rest of the safeguarding team within the College to achieve best outcomes and best practice for students.  Actively and positively engage in supervision.  Undertake in training and actively identify areas of training need amongst staff and for themselves and undertake to develop and pursue training in these areas.  Work with sensitivity, compassion and transparency keeping the best interests at the centre of the work at all times. | |

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| **DUTIES** |
| You will be a role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |
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| **DUTIES** |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| GCSE English and Maths at Grade C/4 or above (or an equivalent standard) (A/I)  Safeguarding experience (A)  Experience of supporting young people with social, emotional, mental health interventions within the 14 – 25 age group (A)  Knowledge of relevant legislative safeguarding guidance and practice within further education settings (A/I)  Knowledge of a wide range of issues, strategies and interventions to promote health, wellbeing and safeguarding. (A/I)  Understanding of the safeguarding and welfare issues and potential outcomes faced by students in a College setting and the impact on them including their engagement in learning. (A/I)  A good working understanding of Microsoft office products, such as word, excel, teams, outlook (A) | Health, education, social care or other relevant specialist qualification or experience.  Mental health qualification / experience  Counselling qualification / experience  SEND/ ASD qualification / experience.  Behaviour modification techniques  Knowledge of Further and Higher  education establishment and procedures  Knowledge of educational or organisational student /client record systems  Knowledge and understanding of ACEs and trauma informed practice.  Experience of Virtual learning environments and intranet systems.  Ability to use social media for sharing key messages and information. |
| ***General Intelligence*** | |
| Analytical, professionally curious, logical thinker and good assessment skills (A/I)  Ability to use initiative (A/I)  Solution focussed (I) | Good understanding of the education system |
| ***Special Aptitudes*** | |
| Approachable and polite with all levels of students, families, staff and agencies (I)  Ability to undertake multiple tasks, prioritise and work to deadlines (A/I)  Accuracy to details and diligent (A/I)  Evidence of continuous professional development (A/I) |  |
| ***Interests*** | |
| Interest in the support of students and ways in which College can improve the student experience and positive outcomes (A/I) | Empathy with education (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Approachable (I)  Person centred approach (I)  Team player (I)  Flexible (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Student Support and Safeguarding Officer (SSO)  Term time only – 18.5 hours  (39 weeks per year) | Support & Development |
| **SALARY** | HOURS OF WORK |
| £23,318 to £26,807 per annum, pro rata,  relating to qualifications and experience,  plus holiday entitlement  Actual salary will be calculated based on 39 weeks per year, to be paid over 12 equal monthly payments | 18.5 hours per week  Term time only – 39 weeks  34 weeks of the academic calendar plus 5 weeks at the discussion and agreement of line manager to meet the needs of the service. |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday pro rata rising to 31 days pro rata following 5 years service plus Bank Holidays pro rata.  Payment for your holiday entitlement will be incorporated into your annual salary. | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2022)  (based on actual NOT FTE)  Contribution rate %  Up to £15,000 5.5%  £15,001 to £23,600 5.8%  £23,601 to £38,300 6.5%  £38,301 to £48,500 6.8%  £48,501 to £67,900 8.5%  £67,901 to £96,200 9.9%  £96,201 to £113,400 10.5%  £113,401 to £170,100 11.4%  £170,101 or more 12.5%  17.4% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |