**JOB SPECIFICATION**



|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Safeguarding, Support and Welfare Manager | Student Support -Preston Campus |
| **SALARY** | **BENEFITS** |
| £27,570 to £35,287 per annum, relating to qualifications and experience | Local Government Pension Scheme  26 days holiday, rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Director of Student Support and Welfare | Student Support Officers  Student Support Assistant  Campus Support Officer  Counselling Team |
| **KEY TASKS AND RESPONSIBILITIES** | |
| The Safeguarding and Support Manager will work closely with the Director of Student support to ensure:  Lead the services for student safeguarding, support and wellbeing including responsibility for health, welfare and mental health strategies.  To fulfil the role of Senior Designated Safeguarding Lead (DDSL) in line with Keeping Children Safe in Education and deputise for DSL when required.  To fulfil the role of the Designated Person for Looked After Children and Care Leavers and Single Point of Contact for Virtual Schools.  To work closely and effectively with all College departments across all sites to promote and deliver high quality services for students including providing advice to staff and liaison with Heads of Areas and Departments.  Provide effective line management of the College Student Safeguarding and Support team including the student safeguarding, support and campus officers and assistants, including:   * Managing safeguarding referrals and manage caseloads including referrals to social care, police and other relevant agencies * Leading on high quality initiatives to support emotional, mental, physical and sexual health advice and support. * Supporting students in Care and Care Leavers * Providing effective safeguarding supervision for the team   Provide effective line management for the College counselling team.  Support the Director of Student Support and Welfare (DSL) in the development of student health and wellbeing strategies, including mental health provision.  Lead and contribute in multi-agency and partnership approaches to safeguarding, health and wellbeing and support.  Responsible for reporting on Safeguarding and Wellbeing issues to the Director of Student Support and Senior Management Team, including reporting on the impact of Safeguarding and Welfare.  Deliver staff induction and training on safeguarding, health, wellbeing and welfare, Prevent and other related and relevant topics.  Responsible for effectively managing resources and budgets in order to deliver Safeguarding and Welfare objectives. | |
| **DUTIES** | |
| This new management role will be part of an existing safeguarding and support team. Your key tasks and responsibilities as above along with these duties have been identified to meet the current needs and demands of the role.  The roles and responsibilities below may change as the role develops and needs of the College change and you will be expected to take on or drop responsibilities as directed by the Line Manager.   1. To line manage a team of student support and safeguarding officers and assistants across the College (including those based at other centres as appropriate). 2. To develop and implement a range of strategies and interventions to address any areas of development around a range of safeguarding and welfare in line with Keeping Children Safe in Education and other legislative and best practice guidance. 3. To lead the operational safeguarding group, prepare reports and be an active member of the Safeguarding Strategic Group 4. To deliver staff safeguarding supervision. | |
| 1. To develop and deliver safeguarding and related topics staff induction and training programme. 2. To maintain accurate and timely records on Pro-monitor and maintain safeguarding records. 3. Carry out regular audits on a range of safeguarding provision including record keeping. 4. Lead on the transfer of safeguarding records as appropriate. 5. Collaborate with the Curriculum, Residential, Inclusive Learning, Counselling and other teams across all College sites and types of provision to identify learners who are identified as requiring additional safeguards and support and lead on safeguarding risk management and interventions. 6. Monitor and report on the progress of identified students on identified caseloads eg safeguarded students, CLA/ Care leavers / those with a social worker / those receiving identified levels of support and safeguards. 7. To work alongside the Director to develop an innovative Student Health and Wellbeing Strategy. 8. To deliver and support the team to deliver a range of support initiatives to promote and safeguard the mental health of students as part of the Student Health and Wellbeing Strategy. 9. To line manage the Counselling service and provision across the College. 10. Work closely with parents, carers and other agencies. 11. To contribute to and lead aspects of the planning and delivery of a wide and varied enrichment and tutorial programme to support student health and wellbeing, personal and social development, resilience, emotional and mental wellbeing, safeguarding (including Prevent). 12. Build on and contribute to existing partnerships with partner organisations and be an active member in external safeguarding and health and wellbeing forums.   Promote the College values:  - Respect for yourself, each other and the environment  - Welcoming, honest and inclusive  - Happy, safe and supportive culture  - Inspiring learners and staff to be the best they can be  - Positive and innovative  To promote Equality, Diversity and Inclusion at every opportunity specifically the FREDIE principles – Fairness, Respect, Equality, Diversity Inclusion and Engagement principles.  Promote College sustainability policies and strategies by personal commitment and lead by example.  Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.)  To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations.  Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved.  Maximise effective use of time and personal ability.  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.  Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College.  Be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively.  Must be thoroughly aware of College Health and Safety policies and procedures and attend any mandatory health and safety training appropriate to their role and ensure that employees within their responsibility are also made aware of these policies and procedures and any mandatory training relevant to their role. They must also seek to ensure appropriate implementation of such policies and procedures across all areas of their responsibility.  Ensure all accidents and near misses are recorded and reported following College procedures.  Adhere to the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies.  Any other duties that may reasonably be required by Line Management and the 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**

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

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

|  |  |
| --- | --- |
| **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*** | |
| Degree or equal level qualification (A/I)  GCSE English and Maths at Grade C/4 or above (or an equivalent standard) (A/I)  Substantial experience of working with 14-19 year old young people and be able to understand their range of issues within an educational setting. (A/I)  Experience of effectively leading/managing a team, inspiring loyalty and motivating others. (A/I)  Proven ability to manage complex and sensitive safeguarding matters and provide crisis interventions and guidance to senior leaders and College managers. (A/I)  Experience of successful engagement with children, young people, adults and families/ carers to promote safety and well-being initiatives and delivering positive outcomes. (A/I)  Experience of successfully leading and managing positive pastoral intervention strategies and responding to stakeholder feedback. (A/I)  Experience of working with a range of external stakeholders and building successful multi-agency partnerships/external relationships. (A/I)  Ability to manage elements of pastoral care, guidance and support including complex safeguarding interventions, student engagement, The Prevent Duty, student behaviour, mental health and personal development (A/I)  Ability to write accurate management reports on areas of responsibility. (A/I)  High level of knowledge of relevant current legislative and best practice guidance and practice and ability to implement into educational practice. (A/I)  Experience of delivery of staff training. (A/I)  Evidence of innovation, enthusiasm, flexibility and commitment to supporting students to overcome barriers to progression and success. (A/I)  Familiarity with using Microsoft applications. (A/I)  The ability to coach and mentor staff and young people to achieve the best they can be (A/I)  Knowledge of current issues within Further Education (A/I) | A recognised management qualification  Qualified social worker  Experience as a safeguarding practitioner in education or other settings  Evidence of successful management in a relevant discipline (pastoral, safeguarding, welfare etc.)  Familiarity with using student tracking systems and software  Other qualifications or training related to student support or working with young people  Experience of receiving or facilitating staff safeguarding supervision.  Experience of developing staff induction and training packages. |
| ***General Intelligence*** | |
|  |  |
| ***Special Aptitudes*** | |
| Energetic, innovative, flexible and fully committed to helping students to full access and engage with their learning programme, positively progress and succeed. (I)  Ability to converse and communicate confidently in a range of situations. (I)  Display initiative, be positive and enthusiastic. (I)  Ability to challenge decision making using professional knowledge, assessment and judgement. (I)  Demonstrate a commitment to the process of continuous review, improvement and professional development. (I)  Organised, methodical and accurate to ensure the production of informative reports.(I) |  |
| ***Interests*** | |
|  | Empathy with education (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach including child and family centred practice (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 FREDIE- Equality, Diversity and Inclusion 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**

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Safeguarding, Support and Welfare Manager | Based at the Preston Campus but will require travel to other centres.  Car driver essential for this role. |
| **SALARY** | HOURS OF WORK |
| £27,570 to £35,287 per annum, relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme Up to £14,600 pa 5.5% Employee  £14,601 to £22,800 pa 5.8% Employee  £22,801 to £37,100 pa 6.5% Employee  £37,101 to £46,900 pa 6.8% Employee  £46,901 to £65,600 pa 8.5% Employee  £65,601 to £93,000 pa 9.9% Employee  £93,001 to £109,500 pa 10.5% Employee  £109,501 to £164,200 pa 11.4% Employee  £164,201 or more pa 12.5% Employee  14.2% 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). | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |

**DBS UPDATE SERVICE**

|  |  |
| --- | --- |
| 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 | |