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| **Job Description – Safeguarding Officer** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

# Reporting to the Head of Student Services

# Hours: 37 hours per week, term time only plus 3 weeks

# Grade: Sixth Form Colleges’ Support Staff Pay Spine, Points 12 - 14

You will work closely with the Designated Safeguarding Lead (DSL) and the wider pastoral team to ensure that all safeguarding concerns are managed effectively and in line with statutory requirements. You will provide support to students and staff, respond to safeguarding incidents, and work collaboratively with external agencies to ensure a holistic approach to student welfare. This role is pivotal in promoting a safeguarding culture across the college, particularly in addressing the unique needs of our diverse student body.

**Key responsibilities:**

Safeguarding Case Management:

* Act as the first point of contact for safeguarding concerns and disclosures, ensuring all concerns are logged and acted upon in a timely and professional manner.
* Support the DSL in managing complex safeguarding cases, including liaising with external agencies, social services, and other relevant professionals.
* Maintain accurate, confidential, and up-to-date records of safeguarding incidents in line with the college’s safeguarding policies and in compliance with Keeping Children Safe in Education (KCSIE) 2023.
* Ensure that all safeguarding concerns are escalated appropriately and that action plans are followed up effectively.

Supporting Students:

* Provide advice, support, and guidance to students regarding safeguarding and welfare concerns, with particular attention to issues such as abuse, neglect, mental health, and online safety.
* Help identify students at risk of harm or in need of additional support, including those at risk of sexual exploitation, criminal exploitation, or radicalisation (in line with the Prevent Duty).
* Maintain a student-centred approach to safeguarding, offering confidential support and creating a safe space for students to disclose concerns.

Staff Training & Awareness:

* Support and deliver ongoing safeguarding training and awareness sessions for all staff, ensuring that staff are fully informed of their responsibilities and understand the procedures for reporting safeguarding concerns.
* Provide ongoing support and guidance to staff to help them identify early signs of safeguarding issues and address them appropriately.
* Promote a culture of safeguarding across the college, ensuring that staff are aware of the diverse and sometimes specific needs of students from different cultural, ethnic, and socioeconomic backgrounds.

Monitoring & Reporting:

* Ensure that any students identified as being at risk are closely monitored, with regular updates and follow-up actions taken where necessary.
* Maintain regular communication with the DS, Heads of Department and other safeguarding team members to ensure continuity of support for at-risk students.
* Ensure all safeguarding incidents and interventions are documented accurately and reported in line with statutory guidance, including KCSIE 2023, and local safeguarding board protocols.

External Agency Liaison:

* Liaise with external agencies, including social services, local authorities, and the police, to ensure appropriate actions are taken when safeguarding concerns arise.
* Attend multi-agency meetings and safeguarding conferences as required, providing updates on individual cases and ensuring that all involved parties are working together effectively.
* Work with community organisations and support services to ensure that students and families receive the help and resources they need.

Policy Development & Compliance:

* Contribute to the review and development of safeguarding policies and procedures, ensuring they are up to date with current legislation and best practices.
* Ensure the college’s safeguarding policies are inclusive and address the needs of a diverse student population, including those from minority ethnic backgrounds, students with SEND, LGBTQ+ students, and those experiencing mental health challenges.
* Ensure that safeguarding policies comply with UK legislation, including The Children Act 1989 and 2004, The Equality Act 2010, The Prevent Duty, and the Children and Families Act 2014.

Well-being and Mental Health Support:

* Work closely with pastoral teams, our therapy teams and mental health first aiders, and external agencies to provide a holistic approach to student support.
* Support the development of initiatives that promote mental health and well-being across the college, including identifying and supporting students who may be experiencing mental health difficulties.
* Assist in the implementation of support systems for students experiencing significant personal or emotional challenges.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

Signed…………………………………………………… Dated ……………………………….

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| **Person Specification – Safeguarding Officer** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

**ESSENTIAL**

Experience:

* Previous experience in a safeguarding, pastoral, or student support role, preferably in a school, college, or similar educational environment.
* Knowledge and understanding of UK safeguarding legislation, including KCSIE 2023, The Children Act 1989 and 2004, The Prevent Duty, and related guidance.
* Experience of working with young people from diverse cultural, ethnic, and socioeconomic backgrounds.

Skills & Knowledge:

* Strong interpersonal and communication skills, with the ability to establish trust and build positive relationships with students, staff, and external agencies.
* Sound knowledge of child protection procedures, mental health issues, and safeguarding concerns such as bullying, neglect, and online safety.
* Ability to manage confidential information sensitively and in compliance with data protection regulations.
* Strong organisational and administrative skills, with attention to detail in record-keeping and reporting.
* A proactive approach to identifying safeguarding concerns and providing appropriate solutions and support.

Qualifications:

* Level 3 Safeguarding Children qualification (or equivalent) or be willing to work towards this.
* Enhanced DBS check (required for the role).
* Knowledge of the Children and Families Act 2014 and other relevant UK legislation regarding child protection and student welfare.

**DESIRABLE**

* Experience supporting students with mental health issues or additional needs.
* Familiarity with CAMHS (Child and Adolescent Mental Health Services) and local mental health support networks.
* A qualification in youth work, social work, or a related field.
* Experience in providing e-safety guidance and support related to online safeguarding.