

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Safeguarding Officer	Post Number:	CS0871P
Daily Supervision:	Safeguarding Team Leader	Grade:	CSS Scale 4
Department:	Student Services	Last Updated:	December 2021

Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



Job Purpose:

To undertake the role of a Safeguarding Officer under the direction of the Safeguarding Team Leader.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To liaise with the College's leads for Safeguarding and attend all safeguarding meetings where appropriate.
2. To manage a caseload of safeguarding referrals as allocated by line supervision, ensuring that all clients are followed up at regular intervals until case closure.
3. To keep accurate, current and confidential records of all interactions with learners and other agencies in keeping with the Code of Practice for Confidentiality and DfE guidance 'Keeping Children Safe in Education.'. Where necessary, this may include writing of formal reports and attendance at Case Conferences for Child Protection, Child in Need and Early Help assessments
4. To attend team meetings as required both within Student Services and across College.
5. To ensure efficient and effective communication with all staff at all levels within the college and partner organisations.
6. To attend specialist courses on safeguarding, e-safety and Prevent and disseminate training to students and staff.
7. To facilitate training to staff and students around safeguarding and associated subject matter i.e. Prevent, Bullying and Harassment, Domestic Abuse etc.
8. To act as an advocate for learners ensuring that they feel listened to. To ensure that any areas for concern are followed up in line with safeguarding procedures.
9. To support teaching staff by advising on appropriate interventions, when supporting learners for safeguarding, bullying and harassment and mental health.
10. To engage with staff, visitors and students to ensure they are compliant with the College policy related to the wearing of lanyards.
11. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
12. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
13. To maintain quality standards appropriate to the post.
14. To conform with the Health and Safety requirements relevant to the post.
15. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Level 2 Safeguarding qualification or relevant experience	A
2	GCSE Maths and English at a minimum Grade C (Grade 4)	A
3	Sound working knowledge of Safeguarding and Prevent legislation	A

	Skills/Abilities – Interpersonal	PSM
4	The ability to work in a non-discriminatory manner	A/I/T
5	The ability to work as a member of a team	A/I
6	Excellent written and oral communication skills	A/I/T
7	Excellent customer care skills	A/I/T
8	Ability to work on own initiative and prioritise caseload	A/I/T
9	Ability to work to and meet strict deadlines	A/I/T
10	Ability to create, maintain and track confidential student records	A/I
11	Demonstrated understanding of confidentiality and professional boundaries	A/I/T

	Experience	PSM
12	Ability to and experience of supporting learners with a learning difficulty and/or disability	A/I
13	Recent experience of working in a safeguarding capacity including liaising with a range of external agencies and professionals e.g. Children’s Services, Mental Health Services, Police, LADO, Supported Accommodation Providers	A/I
14	Recent experience of being involved in case conferences and child protection processes	A/I
15	Recent experience of working with clients from a wide variety of economic, cultural and social backgrounds	A/I

	Work Related Circumstances	PSM
16	The ability and willingness to undertake relevant staff development.	A/I
17	Ability and willingness to work flexibly, outside normal working hours on occasions and across all college sites when necessary	A/I

	Skills/Abilities - Other	PSM
18	Good organisational skills	A/I/T
19	Appropriate level of IT skills to undertake relevant duties, i.e. Word, Excel, Access and PowerPoint	A/I/T

Prepared By:	Jeffrey Masterton – Safeguarding & Welfare Manager
Date:	December 2021

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test