

Job title:	Deputy Safeguarding Lead
Reports to:	Head of Safeguarding
Business area:	Student Experience

JOB DESCRIPTION

Purpose and context:

- To provide support on all aspects of safeguarding to the Head of Safeguarding and other related personnel within College.
- To respond to the changes in safeguarding practice and the Prevent Duty as directed by the Head of Safeguarding.
- Ensure our safeguarding practice is of the highest standard whilst meeting the needs of all students including those in vulnerable groups such as children in care and young adult carers.
- To work in synergy with the Head of Safeguarding and other members of the student experience and student services teams across the College to provide a holistic approach and to meet every element of our legal requirements.
- To Liaise with social workers and advocate for vulnerable groups as Deputy Designated Safeguarding Lead and Designated Teacher for children in care.

Duties and responsibilities:

Support the Head of Safeguarding in the development and implementation of the Group's Safeguarding Strategy including:

- Staff training
- Responding to changes in legislation, guidance and the Education Inspection Framework
- Development and maintenance of College procedures for the safeguarding of children and vulnerable adults
- Maintenance of the College's Guidance on Safe Working Practice
- Responding to changes and visibility of safeguarding risks including online safety, exploitation, county lines, and sexual harassment and violence
- Being alert to any indication or allegation of abuse and take appropriate action under the safeguarding procedures
- Conduct individual risk assessments for students who present a high risk to themselves or others.

Be a proactive member of relevant cross-college groups and contribute to the student experience in safeguarding.

Liaise with external partners and maintain relevant external relationships, e.g. Wakefield Safeguarding Partnership, youth and children's services (Wakefield and out of area virtual schools), NHS services, mental health support teams and third sector groups.

Attend statutory Child Protection and Child in Need meetings where required in addition to attending/co-ordinating Early Help and Team around the Child meetings.

Support the requirement of a designated teacher to look after the educational welfare of Children in Care and provide updates via Personal Education Plan meetings and Child in Care reviews.

Work closely with colleagues within Student Experience and Services, other departments and external service providers to ensure a joined-up approach to service delivery.

Contribute to the further development of student experience related policies, procedures and practice and keep clear and concise data and records.

Support the implementation of new policies/procedures and protocols and the updating of current ones in relation to the safeguarding and welfare of students.

Active engagement in safeguarding communications, record keeping and reporting.

Support the quality assurance of safeguarding practice through involvement in reports to the College board and audits within the Local Authority.

Responsibilities of all employees:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Person Specification: Deputy Safeguarding Lead		
Please provide evidence in your application of how you meet the criteria listed below.	Criteria: Essential (E) Desirable (D)	Assessed by: Application Interview Task Reference
<p><u>Qualifications and Training:</u></p> <p>Educated to GCSE grade A* - C / 9 - 4 or equivalent in English Educated to GCSE grade A* - C / 9 - 4 or equivalent in maths Qualified to Level 4 in a job-related subject IT qualification e.g. ECDL, CLAIT or equivalent DSL training Safeguarding and Prevent training (or to be completed within one month of appointment)</p>	<p>Essential Essential Desirable Desirable Essential Essential</p>	<p>Application Application Application Application Application Interview</p>
<p><u>Relevant Experience:</u></p> <p>Experience in a wide range of safeguarding related work practice</p> <p>Experience of successfully negotiating with a range of stakeholders Experience of supporting post 16 learners within an educational or training setting</p> <p>Proven ability to be able to plan and co-ordinate own activities as well as co-ordinate activities of others through the liaison with a diverse range of students, staff and agencies</p> <p>Experience of working and multi-tasking within a complex and demanding support role</p> <p>Experience of successful problem solving and conflict resolution with young people and families</p> <p>Experience of working as a Designated Teacher/Professional completing PEP's</p>	<p>Essential Essential Desirable Essential Essential Essential Desirable</p>	<p>Application, Interview, References Interview Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview</p>
<p><u>Skills and Knowledge:</u></p> <p>Ability to prioritise workload (individually and team) Ability to work and adhere to set deadlines Ability to work under pressure and on own initiative Able to understand and follow complex rules and procedures Methodical approach to tasks Excellent communication skills both verbal and written</p>	<p>Essential Essential Essential Essential Essential Essential</p>	<p>Interview Interview Interview Interview Interview Application, Interview</p>

<p>The ability to form and maintain appropriate relationships and personal boundaries with all students</p> <p>Capable of representing the College in a professional manner with external agencies and stakeholders</p> <p>Capable of working sensitively and with empathy with students, staff, parents and other agencies to ensure the wellbeing and success of the individual learner</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview, References</p> <p>Interview, References</p> <p>Interview, References</p>
<p><u>Additional Factors:</u></p> <p>Must be proactive and able to question questions Works effectively as a member of a team Provides a positive and professional, friendly service</p> <p>Willingly takes on new tasks and adopts new approaches as required</p> <p>Ability to make clear presentations to College staff at all levels Ability to deal with all levels of staff and students A commitment to the principles of Equality & Diversity As the College is a multi-campus site, flexibility and willingness to work across all sites and business is required</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>References</p> <p>Interview, References</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

