
Role Description

Role Title: Safeguarding and Welfare Administrator	Pay Grade: Business Support 5 £20,245.17 - £20,335.49
Normal Place of Work: TBC	Line Manager: Assistant Safeguarding and Prevent Lead
Normal Working Hours: Hours: 22 hours TTO	Responsible For: Supporting the Safeguarding and Welfare team

ROLE PURPOSE

- To ensure safeguarding concerns are reported and recorded accurately, coordinate timely and appropriate response and utilise cross college and partnership working to provide the best quality support for students
- To support the safeguarding advisors and management by triaging incoming cases, support with caseload management, booking of counselling sessions and communication with internal and external staff where necessary
- To understand the challenges and barriers faced by care experienced students, students affected by mental health issues, young carers, ex- offenders and other vulnerable individuals.
- To develop and disseminate relevant information and resources to support the whole college approach to safeguarding which engages all staff in the support of our students.

PRINCIPAL ACCOUNTABILITIES

1. To manage and respond to emails and telephone enquiries regarding safeguarding and welfare enquiries recognising appropriate college thresholds.
2. To deliver a first response service, By triaging referrals to the safeguarding team.
3. To work with other teams in the college to ensure effective referral of safeguarding concerns.
4. To develop and maintain relevant and up-to-date electronic records for a range of concerns regarding students, and liaise with parents/carers, senior managers, external agencies, internal academic and professional services staff as required.
5. To work with the marketing team and under the leadership of the safeguarding management team to develop high quality materials and resources on all welfare issues. To contribute towards the organisation of relevant College wide events such as Mental Health Week, open events and Student Welcome Fair.
6. To support and develop positive partnerships and networks across the city.
7. To support the Head of Safeguarding and the Assistant Head of Safeguarding in ensuring that information for MAWM (Multi Agency Working Meetings) or TAF (Team around the Family) meetings is provided.
8. To review and analyse data and produce regular reports for SLT and governors, highlighting comparable data and changes in trends.
9. To act as the single point of contact for the management of safeguarding software subscription and management enquires.

10. To provide data analysis for Annual Safeguarding Report and Annual Safeguarding Audit.
11. To provide regular maintenance of Annual Safeguarding and Prevent Action Plan through monthly monitoring of upcoming actions and recording updates, as required, through the liaison with members of safeguarding committee.
12. To support termly safeguarding committee meetings.
13. To monitor safeguarding and welfare activities and services of alike institutions to help continuously develop the college's own services.
14. To help produce termly safeguarding and welfare newsletter aimed at staff and students.
15. To maintain a central database of key safeguarding and Prevent contacts in the city and nationally.
16. To help deliver a consistent safeguarding service across the College through regular training and learner feedback to inform service developments.
17. Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.
18. Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
19. Reflect critically on own professional performance and discuss annually, at performance review how performance can be improved and where appropriate agree what actions can be taken for further improvement.
20. Undertake such other duties as may reasonably be required commensurate with your general level of responsibility at your normal place of work or at any College location.
21. Undertake ad hoc projects, as directed and contribute to cross-college working groups.
22. Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.
23. Work towards and support the College's vision and the objectives.
24. Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
26. Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.

Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

Additional Learner Support (ALS) team	This team support students with additional needs such as SEN, those who are high need or who have an EHCP and those transitioning to college from alternative learning provision.
Study Coaches and Personal Tutors	These staff provide pastoral support to groups of students within academic areas.
Curriculum staff, Student Services and Building and Facilities teams	All staff are key in recognising and reporting potential safeguarding concerns.
Counselling services	Through supporting the referrals to this team and managing booking of sessions.

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: inclusivity, honesty, respect and ambition

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE at levels A - C including Maths and English or equivalent	✓		AF/Cert
Safeguarding qualification		✓	AF/Cert
Degree or equivalent level qualification		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Knowledge of safeguarding	✓		AF/IV
Experience of administrative roles	✓		
Experience of using reporting and recording software		✓	AF/IV
Experience of working across teams	✓		AF/IV
An understanding and commitment to equality and diversity.	✓		AF/IV
Ability to demonstrate strong organisational and administration skills.	✓		AF/IV
Knowledge of FE or HE sector		✓	AF/IV
Supervision of an apprentice when required		✓	
SKILLS AND ABILITIES			
Good analytical skills	✓		AF/IV
Excellent verbal and written communication skills.	✓		AF/IV
Strong IT skills, familiar with Microsoft Office applications	✓		AF/IV
Highly organised and able to prioritise and meet deadlines in a busy working environment with possible conflicting priorities.	✓		AF/IV
Able to work in a team	✓		AF/IV
Effective customer service skills.	✓		AF/IV
Excellent interpersonal skills.	✓		AF/IV
Ability to successfully demonstrate a proactive approach to work	✓		AF/IV
This job entails travel throughout the Bristol and South Gloucestershire area. Some college sites are poorly serviced by public transport, therefore in order to carry out the work in a timely and efficient fashion you are required to have access to a motor vehicle and possess a valid driving licence	✓		IV
You should be flexible and be able to work with a minimum of supervision.	✓		IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview

Signed **NKeeley**

Date **11.06.24**