

Job Description

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| Role Title: Safeguarding and Welfare Advisor | Pay Grade: Grade 7 £26,885 - £29,379 per annum (52 week – all year round) OR £23,574 - £25,761 per annum (38 week – term time only) |
| Normal Place of Work: Ashley Down Campus | Line Manager: Annette Easy |
| Normal Working Hours: 9am- 5pm Monday-Thursday and 9am- 4:30pm on Friday | Responsible For: No direct reports |

Purpose of Role

- a) 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.
- b) To help students develop confidence and knowledge to independently seek and engage with relevant support services.
- c) To have an understanding of the challenges and barriers faced by care leavers, students with affected by mental health issues, young carers, ex- offenders and other vulnerable individuals.
- d) Have the ability to intervene with crisis intervention as necessary to help students maintain their place in college and achieve their learning goal
- e) 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 offer support that contributes to the welfare of learners with high needs including ESOL, ALP Young parents, young carers and vulnerable adults that enable them to stay on their course of study where ever possible.
- 3) To deliver a first response service, ensuring young people and vulnerable adults are protected and kept safe. Follow up safeguarding incidents as necessary, adhering to current legislation and statutory obligations. Carrying out initial assessments and triage sessions and if necessary further follow up meetings.
- 4) To work with other teams in the college to ensure effective transition and ongoing support for students with high needs.

- 5) 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.
- 6) To manage a complex caseload of students, assessing and managing risks, and providing appropriate interventions and referrals according to individual need. Often in conjunction with other agencies.
- 7) To work with the marketing team and under the leadership of Head of Safeguarding 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.
- 8) To support and develop positive partnerships and networks across the city.
- 9) To provide evidence towards student disciplinary hearings as necessary and support the outcomes for high needs students that are required by post-disciplinary action plans. To make counselling referrals and contribute to the effective running of a college wide counselling service
- 10) To support the Head of Safeguarding and the Assistant Head of Safeguarding in ensuring that information for MAWM (Multi Agency Working Meetings) or TAC (Team around the Child) Meetings is provided.
- 11) To help deliver a consistent safeguarding service across the College through regular training and learner feedback to inform service developments.
- 12) To undertake training and development to include safeguarding, the Prevent agenda and signposting to services outside of the College to ensure the most effective referrals are made.
- 13) Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the College receives best value in all activities.
- 14) Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.
- 15) Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- 16) 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.
- 17) 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.
- 18) Undertake ad hoc projects, as directed and contribute to cross-college working groups.
- 19) Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.
- 20) Work towards and support the College's vision and the objectives ([Our mission, ethos and values - City of Bristol College](#))
- 21) Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
- 22) Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.
- 23) 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.
- 24) Reflect critically on own professional practice and discuss annually, at performance review, how performance can be improved and where appropriate agree what actions can be taken for further improvement.
- 25) Undertake such other duties as may reasonably be required commensurate with the general level of responsibility, at the normal place of work or at any another College location.
- 26) Undertake ad hoc projects, as directed and contribute to cross-college working groups.
- 27) Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.
- 28) Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
- 29) Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.

Key Relationships

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

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| 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. |

There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College's student first ethos by supporting at College open events to provide a quality experience for prospective students
- To engage in implementing changes and promoting innovation as this is actively encouraged
- To undertake other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

| | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Qualifications | | |
| GCSE at levels A - C including Maths and English or equivalent | ✓ | |
| Degree or equivalent level qualification | ✓ | |
| Knowledge and Experience | | |
| Delivery of Welfare, Safeguarding or Youth Work or related service related to this role | ✓ | |
| A detailed understanding of current trends and issues in Welfare, Youth Work or Safeguarding | ✓ | |
| A thorough understanding of the role of individual records in data collection and audit compliance | ✓ | |
| Experience of innovation in the delivery of a relevant service that met individual need | ✓ | |
| Experience of working within budget constraints to maximise efficiency | ✓ | |
| An understanding of the wider changes and challenges facing the FE sector | ✓ | |
| A detailed understanding of barriers to effective student participation, and how to tackle such barriers, with specific understanding of the role of coaching in motivating and challenging learners | ✓ | |
| An understanding and commitment to equality and diversity | ✓ | |
| Skills and Abilities | | |
| Good analytical skills | ✓ | |
| Excellent verbal and written communication skills | ✓ | |
| Strong IT skills, familiar with Microsoft Office applications. | ✓ | |
| Highly organised and able to prioritise and meet deadlines in a busy working environment with possible conflicting priorities | ✓ | |
| Able to work in a team | ✓ | |
| Excellent interpersonal skills | ✓ | |
| Ability to successfully demonstrate a proactive approach to work | ✓ | |
| 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 | ✓ | |
| You should be flexible and be able to work with a minimum of supervision | ✓ | |
| A standard 37 hours a week is in operation but at times during the year this may need to be exceeded, time off later will be allowed. | ✓ | |