

Role Description

Role Title: Safeguarding and Welfare Advisor	Pay Grade: 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: Parkway (BS34) Ashley Down (BS7)	Line Manager: Assistant Safeguarding and Prevent Lead
Normal Working Hours: 37 hours per week, 9.00-17.00 (Term Time Only and all year round),	Responsible For: No line management responsibilities

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 help students develop confidence and knowledge to independently seek and engage with relevant support services.**
- **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.**
- **Have the ability to intervene with crisis intervention as necessary to help students maintain their place in college and achieve their learning goal**
- **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.
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

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:

<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Study Coaches and Personal Tutors 	These staff provide pastoral support to groups of students within academic areas.
<ul style="list-style-type: none"> • Curriculum staff, Student Services and Building and Facilities teams 	All staff are key in recognising and reporting potential safeguarding concerns.

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 by supporting at College open events to provide a quality experience for perspective students
- 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, respect, ambition and pride

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.

Safeguarding

City of Bristol College is committed to safeguarding children and vulnerable adults. All new employees to the College are required to complete and obtain an enhanced DBS disclosure.

Further information will be sent to all prospective staff as part of the application process

About the Role

In light of developments in society and changes to the student population, safeguarding is increasingly a vital part of ensuring student achievement.

You will ideally be educated to degree level or equivalent and have experience of delivery of safeguarding, welfare or youth work.

We are committed to providing an exciting package of training for our staff and within the safeguarding team have access to a wide range of opportunities via the local authority safeguarding teams. As such we encourage staff members to identify specific areas of interest and to become champions in these areas furthering their knowledge and experience and sharing their learning with other members of the team.

You will need to show a detailed understanding of current trends and issues and a thorough understanding of the role of individual records in data collection and audit compliance.

The postholder will work within a busy team and will be required to perform well under pressure, such as supporting students in crisis.

The role provides an opportunity to contribute to the national improvements in the safeguarding and well-being of young and vulnerable people

With an up to date knowledge of the benefit system and funding regulations you will be able to advise and assist students in the obtaining and administration of funds such as the DSA (Disabled student allowance), SFSF (Student Finance Support Fund), ascertaining eligibility and making representations to Assessment panels as necessary, to ensure students are receiving the support they require.

You will contribute to a visible and accessible safeguarding and welfare service. So, if this sounds like the job for you, we look forward to receiving your application.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE at levels A - C including Maths and English or equivalent	X		AF/Cert
Degree or equivalent level qualification		X	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Delivery of Welfare, Safeguarding or Youth Work or related service related to this role	X		AF/IV
A detailed understanding of current trends and issues in Welfare, Youth Work or Safeguarding	X		AF/IV
A thorough understanding of the role of individual records in data collection and audit compliance	X		AF/IV
Experience of innovation in the delivery of a relevant service that met individual need	X		AF/IV
Experience of working within budget constraints to maximise efficiency	X		AF/IV
An understanding of the wider changes and challenges facing the FE sector		X	AF/IV
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	X		AF/IV
An understanding and commitment to equality and diversity.	X		AF/IV
Ability to demonstrate strong organisational and administration skills.	X		AF/IV
SKILLS AND ABILITIES			
Good analytical skills.	X		AF/IV
Excellent verbal and written communication skills.	X		AF/IV
Strong IT skills, familiar with Microsoft Office applications.	X		AF/IV
Highly organised and able to prioritise and meet deadlines in a busy working environment with possible conflicting priorities.	X		AF/IV
Able to work in a team.	X		AF/IV
Effective customer service skills.	X		AF/IV
Excellent interpersonal skills.	X		AF/IV
Ability to successfully demonstrate a proactive approach to work.	X		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.	X		IV

You should be flexible and be able to work with a minimum of supervision.	X		IV
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.	X		IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview