
Job Description for Safeguarding Officer/Deputy DSL

Responsible to: Assistant Principal: Achievement and Support

Based at: New College Pontefract

OVERALL PURPOSE OF THE POST

- As part of the Safeguarding Team, work with a case load of students to provide appropriate support.

MAIN DUTIES

- Work to support a case load of students identified as requiring safeguarding support (either through a disclosure or prior information), to include making appropriate referrals to other support agencies and updating Cedar with relevant information.
- Act as the Deputy Designated Safeguarding Lead and as one of the primary points of contact for staff who have concerns about students, following the Trust's Safeguarding Policy and procedures at all times and reporting to the Assistant Principal Achievement and Support.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours.
- Ensure that relevant, detailed and accurate electronic records of referrals/concerns/meetings are kept and updated on a regular basis.
- Liaise with feeder schools to obtain safeguarding information on new students and meet identified students promptly to provide any appropriate support and ensure a smooth transition to New College.
- Ensure direct support is offered to young carers, liaising with teaching staff and external organisations where necessary.
- Undertake additional training and development relevant to the post to meet statutory obligations and to be able to fully support the College's and students' needs.
- Operate to the highest standards of customer service and have due regard for confidentiality where required.
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support at College interview evenings
- Attend regular meetings as relevant to the post.
- Contribute to safeguarding training for staff as appropriate
- Help to create training resources for safeguarding to be used by the staff and the students.
- Provide additional assistance, as part of the Support Staff, in other areas of College as required.
- Ensure the colleges' Safeguarding; well-being and support Moodle page is updated on a regular basis.
- Support with the organisation of College Equality and Diversity initiatives alongside other colleagues.

- To deputise for the DSL in respect of police investigations or investigations under section 17/47 of the Children Act 1989 which involve the college. To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with the relevant agencies.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Safeguarding Officer/Deputy DSL

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIREABLE
Relevant Experience	<ul style="list-style-type: none"> Evidence of recent experience of working within the field of Safeguarding Experience of handling large amounts of sensitive data and upholding the principles of confidentiality Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns Awareness of local and national agencies that provide support for young people and their families 	<ul style="list-style-type: none"> To have a knowledge and understanding of safeguarding in relation to the education sector Previous experience of working in an Education setting
Education and Training	<ul style="list-style-type: none"> 5 GCSE's grade A – C including English and Maths Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies Has successfully undertaken appropriate statutory Child Protection Training (Level 2) Willingness to undertake further training relevant to the post 	<ul style="list-style-type: none"> Degree level qualification Evidence of relevant training and/or qualifications. Has successfully undertaken Child Protection Training at Level 3 (Designated Safeguarding Lead) First aid training or willingness to undertake.
Special Skills and Knowledge	<ul style="list-style-type: none"> Commitment to student welfare and achievement. Good listening skills. Ability to work with others on difficult/delicate/sensitive subjects. Ability to motivate others. Customer service/care approach. Good time management skills. 	
Personal Skills and Qualities	<ul style="list-style-type: none"> To be able to demonstrate an understanding, awareness and empathy for the needs of the students within the college and how these could be met Passion for the role and improving learner life chances. Confidence in working with students within the 16-19 age range. Ability to work independently or as part of a team. Good communication skills. 	
Additional Factors	<ul style="list-style-type: none"> Enthusiasm and commitment for the post. An interest in working in the education sector. Flexible approach to work and a willingness to undertake a variety of tasks. Commitment to equal opportunities and safeguarding. 	

	<ul style="list-style-type: none">• Commitment to continuous improvement and willingness to learn from experience and practice in this College and others.• A supportive and empathetic approach to students and the ability to relate well to staff.	
--	--	--