



# PLUMPTON

## COLLEGE

Student Wellbeing & Safeguarding Officer	
Reporting to:	Student Wellbeing & Safeguarding Manager
Working hours:	Full – time (37.5 hours)
Salary:	Points 21-25. £28,060 - £31,690
Annual leave:	26 electable days, 8 statutory days and efficiency closure days at Christmas
Position code	PC S5

### Job Purpose

As part of the Student Wellbeing & Safeguarding team, the Student Wellbeing and Safeguarding Officer will deliver impactful supportive safeguarding and wellbeing interventions working collaboratively with teaching & learning staff and under the guidance of the DSL.

They will be committed to maintaining our high-quality standard of college wide safeguarding college via continued review and improvement.

### Duties and responsibilities of the job

#### 1. Main Duties

a) To plan and deliver short-term safeguarding interventions through 1:1 and group work for referred students on a range of issues affecting young people such as; suicide prevention, consent & healthy relationships, peer on peer abuse, sharing nude images, bullying, drugs/alcohol, anger management, and anxiety.
b) To process pre-enrolment Safeguarding files arriving from schools, ensuring they are read swiftly and risks are highlighted to relevant staff.
c) To record details of safeguarding concerns, interventions or actions and ensure Pro Monitor is monitored and up to date.
d) To refer individual students as appropriate to college support services and external agencies, working with the DSL team, following correct procedures.
e) To work in collaboration with the Inclusive Learning and Development team to ensure that all relevant student information is shared and a joined-up approach for support is in place.
f) To regularly liaise with outside support services building a wide support network for all students.

g)	To offer administrative support to the team by liaising with parents, managing shared email inboxes and helping to triage the incoming referrals for support.
h)	To work closely with the Student Wellbeing & Safeguarding Manager and the wider College Management Team to improve all areas of Safeguarding across college and develop impactful wellbeing and safeguarding initiatives.
i)	To consistently remain up to date with all current and new government statutory requirements, safeguarding briefings and relevant releases from the local authority.
j)	To have willingness and ability to travel to all Plumpton College group sites as required (currently Lewes campus and One Garden Brighton).

## 2. Quality Improvement

a.	Work as a member of the Student Wellbeing & Safeguarding team and attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
b.	Be accountable for contributing to departmental key performance indicators (KPIs) and their improvement.
c.	Contribute to the Quality Improvement Plan and self-assessment report for the department.
d.	To actively undertake continuous professional development including attending events specifically organised to support development as appropriate.

## 3. Continuous Professional Development

a.	Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b.	Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.
c.	Complete all mandatory training as required in line with college expectations and those identified by your line manager.
d.	To actively seek training opportunities to build own skills and knowledge base which can improve the quality of safeguarding and intervention.

## 4. Other responsibilities and duties

e.	Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events as required.
f.	To have flexibility when required for remaining on site to oversee serious safeguarding concerns beyond office hours.
g.	Work with employers and other stakeholders as required.
h.	Contribute to, and support delivery of the college strategic plan.

i. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics.
j. Ensure all safeguarding policies and procedures are followed.
k. To undertake such other duties, commensurate with the grade of the post, as may reasonably be required by the Student Wellbeing & Safeguarding Manager, Principal or any other member of the Senior Management Team.
l. To have or develop awareness of Health and Safety requirements or willingness to train as required plus a willingness to promote healthy living initiatives.

### Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are

- Professional
- Supportive
- Enterprising
- Ambitious & progressive
- Passionate about everything we do

Essential criteria for the post
Level 2 or higher qualifications in both English and Maths.
Experience of working in an education-based role related to safeguarding or wellbeing support.
Demonstrate a strong desire to work collaboratively as part of a high performing team in a fast-paced environment.
Have a strong desire to see students succeed, with a clear understanding of the varied needs of students and how these may affect their behaviour or ability to learn.
Be a strong advocate for equality and diversity and remain up to date with E&D related issues and barriers.
Previous experience of mentoring young people or young adults regarding wellbeing and safeguarding related issues.
An understanding of young people's barriers to education with trauma informed mindset.
Excellent communicator with highly developed interpersonal skills.
Comprehensive and well-developed IT, report writing and data management skills.
Skills and experience in problem solving, decision making and a flexible and adaptable approach.

A strong understanding of confidentiality and the ability to deal with sensitive issues in a professional and confident manner.
Demonstrable experience of good working relationships with both internal and external services.
Willingness to complete all training related to the role.
Physically active with manual handling experience.
An understanding of health and safety processes.
<b>Desirable criteria</b>
Formal qualification in supporting young people or counselling.
Previous experience in working in a Further Education environment.
Experience of undertaking DSL / Deputy DSL duties.
A counselling certificate or qualification.
Previous experience of liaising with external agencies, for example, Social Services, Police.
A good understanding of safeguarding legislation, past and present.

## CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support department activities, and whole college events where there will be a requirement to attend.

### Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

### Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

### Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

### Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another

on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.