

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the college staff manual

Job Title: Safeguarding Officer (Part-Time)

Job Purpose: To provide high-quality safeguarding support within Student Services, an out of hours safeguarding contact for international students and safeguarding support for the Adult Education team

Accountability to: Student Services Manager & Director of Student Support

Responsible for: None

Key Responsibilities and Key Tasks:

- 1. Provide high-quality safeguarding support within Student Services**
 - a. Support the Director of Student Support (Operational DSL) and Student Services Manager in the management of safeguarding referrals
 - b. Support the Student Services Manager in triaging wellbeing referrals
 - c. Respond to queries from students, staff, parents and external services
 - d. Manage a safeguarding caseload, attending weekly safeguarding meetings, maintaining up to date DSL training and attending half-termly supervision
 - e. Provide accessible and approachable 1-1 support for vulnerable young people, including timely internal and external referral and follow-up where appropriate
 - f. Communicate effectively and attend external meetings with relevant external agencies and organisations where required e.g. MASH, Police, CAMHS, Early Help, CMHL, Social Care, Homelessness Prevention Team, Feeder School DSLs.

- 2. Provide an out of hours contact for international students, and safeguarding support for the Internationals team and Adult Education team**
 - a. Coordinate the planning and delivery of safeguarding training for Adult Education tutors in liaison with the Adult Education Manager
 - b. Maintain a Safeguarding SharePoint for Adult Learners
 - c. Provide advice and guidance on safeguarding referrals from the Adult Education Manager
 - d. Coordinate the planning and delivery of safeguarding training for Homestay 'Parents' in liaison with the Internationals team
 - e. Maintain a Safeguarding Information Platform for Homestay 'Parents'
 - f. Respond to 'out of hours' safeguarding referrals from international students and/or Homestays, signposting emergency support where needed

- 3. Contribute to administrative support within Student Services as required**
 - a. Record student information on MyProgress and CPOMS (biographical details, confidential notes, green and red corners, specialist files, disclosures), maintaining accuracy and confidentiality



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- b. Provide effective administrative support for the Safeguarding Team including liaison with partner schools in relation to the transfer of safeguarding records
 - c. Monitor and respond to Student Services mailboxes as required
 - d. Work flexibly and share responsibilities within the Student Services Team
- 4. Any other duties**
- a. Undertake any other reasonable tasks, as required.

