



JOB DESCRIPTION

Post:	Assistant Safeguarding Officer
Responsible to:	Safeguarding Officer/Designated Safeguarding Lead
Salary:	Part Time, 22.5 hours Wed – Fri, 8.30am – 4.30pm £27,101 - £28,928 pro rata (£16,480 - £17,591 per annum) Scale 6 Point 29 - 31
Conditions of Service:	Truro & Penwith College Conditions of Service
Main Purpose of Job:	<p>To lead on the appropriate logging and filing of accurate, secure and confidential record keeping which is compliant with safeguarding regulations.</p> <p>To be one of the key persons available to deal with day to day safeguarding concerns.</p> <p>To liaise with students, staff, parents and external agencies regarding safeguarding matters.</p> <p>To consult with the Student Services Team Leader /Safeguarding Officer/ Director of Operations (Penwith) and/or Director of Student Experience over referrals to MARU.</p>
Specific Duties:	<p>Monitor the progress and safety of any student identified to be a safeguarding concern.</p> <p>Work closely with the Safeguarding Officer and other Safeguarding Assistants.</p> <p>Receive referrals from other members of the safeguarding team.</p> <p>To attend all relevant external meetings where appropriate under the direction of the Student Services Team Leader, Safeguarding Officer, Director of Operations (Penwith) or Director of Student Experience (DSL), e.g., TAC, Case Conferences.</p>



Attend weekly meetings with the Student Services Team Leader and/or Director of Operations (Penwith) to update on ALL safeguarding matters and be able to provide any relevant report necessary to the Designated Safeguarding Lead.

To support the work of the Student Services Team as necessary.

Keep accurate records of all Safeguarding activities and update College systems accordingly.

General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

College promotional and marketing activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff development activities.



General College developments.

All members of staff must be prepared for changes in their responsibilities and work.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



PERSON SPECIFICATION

ASSISTANT SAFEGUARDING OFFICER

Ideally, the person appointed will have the following skills and experience:

Essential

- Significant current experience of dealing with student issues to include child protection, safeguarding and pastoral responsibilities
- The post holder must ideally have had experience of working alongside Social Care, the MARU (Multi-Agency Referral Unit) and of leading TAC (Team Around the Child) meetings
- Experience and knowledge of working with people of all ages and background or the enthusiasm to learn
- Experience and knowledge of student issues and significant experience of safeguarding, Child Protection or other pastoral responsibilities are essential
- A level 3 qualification in safeguarding relevant to this position is essential
- Experience of working with people in challenging circumstances and ability to signpost to a range of other professional services
- Very good interpersonal skills and in particular the ability to establish good relationships with students, staff and parents/carers
- An awareness of issues of confidentiality
- Excellent organisational and administrative ability
- Computer literate.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.