



JOB DESCRIPTION

Post:	Training/Compliance and Assistant Safeguarding Officer
Responsible to:	Safeguarding Officer
Salary:	£24,194 - £28,928 pro rata Scale 5/6 (Pts 25 – 31) Full Time Term Time Only 40 weeks (incl July and August Admin weeks)
Conditions of Service:	Truro & Penwith College Conditions of Service
Main Purposes of Job:	<p>To support the statutory compliance of Safeguarding and Student Experience requirements by providing training, support and guidance to staff/students.</p> <p>To lead on the appropriate logging and filing of accurate, secure and confidential record keeping which is compliant with safeguarding regulations. To be one of the key persons available to deal with day to day safeguarding concerns and train staff on safeguarding matters. To liaise with students, staff, parents and external agencies regarding safeguarding matters. 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>To be responsible for delivery of Safeguarding Training to full and part time staff, students and employers across Truro and Penwith College (including Tregye and Ottery, Bodmin) both face to face and on-line during the college day and some evening sessions.</p> <p>To provide training sessions in additional areas such as Prevent, Equality, Diversity and Inclusion (EDI), Mental Health and other mandatory areas of work as required to meet college priorities</p> <p>To ensure the college is compliant in its statutory duties in meeting Safeguarding, Prevent, EDI, Mental Health, High Needs and other compliance or guidance requirements which fall under the remit of the Director of Student Experience work.</p> <p>To be fully versed in Keeping Children Safe in Education, Prevent duties, Mental Health, SEND, Equalities Act and any new legislation or guidance pertinent to the role.</p> <p>To design, write and implement policies and procedures and to</p>



ensure they are current and up to date in line with current legislation and government guidance.

To conduct monitoring checks of systems, training logs and compliancy of safeguarding records

To be part of the Safeguarding Operational Team and provide the necessary support to staff and students concerns and make MARU referrals if required. Attendance to external meetings where appropriate under the direction of the Designated Safeguarding Lead.

To complete the annual return requirements as legislated.

To design and support materials including documentation, SharePoint and video content to enhance understanding of key themes.

To support administration tasks and maintain tracking in relation to the college's Child Protection On-Line Management System (CPOMS) and associated systems with the highest integrity. To support user and administration requirements of the CPOMS system

To produce reports and statistical data for Senior Leadership and Governors.

To present information and training to Managers and Support Teams at team meetings to keep them updated on key areas of compliance.

Complete and record continuing professional development each year.

Support the development of new initiatives and undertake other professional tasks as requested including EDI and Freshers Fair.

Other duties and responsibilities commensurate with the job purpose and salary as may be required from time to time.

Monitor the progress and safety of any student identified to be a safeguarding concern. Work closely with the Safeguarding Officer and other Safeguarding Assistants. Receive referrals from other members of the safeguarding team. 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.

Attend weekly meetings with the Safeguarding Officer, Assistants and/or Heads of Campus/Curriculum 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.

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.

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.

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

COMPLIANCE AND TRAINING OFFICER

In addition to being a driver and with access to a suitable vehicle, the person appointed will ideally have the following skills and experience:

Essential:

- Recognised qualification at level 3 (or above) in Safeguarding.
- GCSE or equivalent in English Language and Maths.
- Minimum of three years' experience working in an education, health and social care or safeguarding related background.
- Experience of working with student issues and working with people in challenging circumstances and ability to signpost to a range of other professional services.
- Training experience of mandatory qualifications in person and on-line.
- Experience of handling highly sensitive and confidential information.
- A proven track record in report writing, statistical analysis and policy writing.
- Ability to motivate staff and students during training sessions.
- Monitor effectiveness of training sessions.
- Ability to create and maintain effective records and systems.
- A commitment to monitoring and upholding of quality standards.
- Excellent interpersonal skills and presentation skills.
- Flexible, self motivated and willingness to use own initiative.
- Ability to plan, organise and work under pressure and meet deadlines.
- IT literate.
- Willingness to deliver training both daytime and evening to meet needs across Cornwall.
- Driving licence holder to be able to attend college training venues.

Desirable:

- Safeguarding Train the Trainer Qualification or willingness to train.
- Trained in range of additional Safeguarding related modules or specialisms.
- Knowledge of the CPOMS system or equivalent.
- Hold or be working towards a teaching qualification.
- Level 5/6 qualification.
- Experience of working or delivering training in Equality, Diversity and Inclusion.
- Mental Health First Aid Level 3 and/or equivalent or willingness to train.
- Experience of creating digital and video content for training purposes.

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.