

Role information

This document provides an overview of what the role will entail and should give you a good idea of what your day to day responsibilities will look like. You will also find a person specification at the bottom of this document which outlines the skills needed for, and the requirements of, the role you are interested in.

Job description

Post:	Student Safety and Wellbeing Officer
Responsible to:	Head of Student Services
Coordinates with:	Safeguarding team, progress mentors, wellbeing team, the additional support team, estates team, curriculum teams

Summary of responsibilities:

Promote positive engagement with students through developing positive and constructive relationships with students. Proactively identifying where support is needed and providing information, advice and guidance to ensure students are safe at college and to support their wellbeing. Contribute to maintaining a safe and secure college environment by promoting and upholding the college's core values and expectations. Assisting colleagues with maintaining outstanding student behaviour and challenging this where necessary, including responding effectively to any safeguarding concerns.

General duties:

- To work on a day-to-day basis with students to identify early help needs and put in place effective interventions
- Proactively promote health, safety and wellbeing of students, identifying where support is needed and providing information, advice and guidance
- Value each student as an individual, listening and treating each one of them with dignity and respect.
- Provide empathetic and kind support and guidance to enable students to cope with whatever challenges they may face.
- Work with key staff across college to meet students' needs at the earliest possible opportunity.
- Building trust by being open and honest about the decisions we make.
- Provide information, advice, guidance to students on how to identify concerns and support students with their wellbeing.
- Implement effective communication and student management strategies.
- Be responsible for managing your own workload and communication via effective use of email, online calendar and other communication methods.
- Maintain accurate, confidential and up to date records of interventions.

Student safety:

- Contribute to maintaining a safe and secure college environment by promoting and upholding the college's core values and expectations.
- Assisting colleagues with maintaining outstanding student behaviour and challenging this where necessary, including responding effectively to any student safety and behaviour concerns.
- Regularly patrol the college, monitoring student behaviour and promoting college standards and expectations.

- Promote positive engagement with students by developing positive and constructive relationships.
- Contribute to implementing the college's positive behaviour policy and disciplinary procedures, as needed.
- To positively challenge and employ de-escalation tactics when dealing with issues of poor behaviour.
- Contribute to the investigation of any significant incidents in college, working together with colleagues from the safeguarding, wellbeing, estates and curriculum teams.
- Carry out regular membership card checks as required

Student wellbeing and safeguarding:

- Promote the wellbeing of students and respond appropriately to any concerns.
- Be an active member of the college's safeguarding team.
- Act as a case owner for safeguarding referrals, responding appropriately to all safeguarding concerns in line with college and local authority procedures.
- Keep abreast of developments in the field of safeguarding/child protection by liaising with the local authorities and outside agencies, attending relevant training or events and reading relevant bulletins and publications
- Work in partnership with students, families, key staff at college and external agencies to ensure the right support is in place to meet the needs of individual students.
- Take part in regular safeguarding learning and development to maintain up to date knowledge of safeguarding procedures and local context.
- Liaise with internal and external support agencies, making referrals, as appropriate.
- Being part of the college first aid team, providing physical and mental health first aid to students, staff and visitors as required.

College responsibilities:

- Be actively involved in the college's continuous improvement culture
- Work proactively to achieve the college's targets in achievement, high grades, added value, attendance, retention and student satisfaction
- Participate in performance management and professional development activities as required
- Value diversity and promote equal opportunities
- Engage in marketing activities as requested by your line manager
- Work within health and safety guidelines and be aware of responsibilities for health, safety and security
- Adhere to college policies and procedures, including data protection
- Participate in college activities, including open events, parents' evenings, events, enrolment and induction.

Summary of main terms and conditions

Salary	Points 6 to 11 of the Sixth Form Colleges Support Staff pay spine currently £21,597 to £24,196 per annum for full-time, college staff term time only plus five days.
Working hours	<p>Your working hours will be 08:30am-4:30pm, Monday to Friday, staff college term time only plus 5 days. You may be expected to attend a weekly departmental meeting which might take place outside the core day.</p> <p>Some flexibility in the hours worked will be expected, this could include some work in the evenings and at weekends.</p>
Pension scheme	You will be auto-enrolled into the Local Government Pension Scheme

Safeguarding	The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the keeping children safe in education guidance.
Payment	Your salary will be paid on the last working day of each month by BACS transfer.
Health	Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical.
References	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.
Reviews	You will have regular reviews to assess your progress and set targets.

Person specification for Student Safety and Wellbeing Officer

In the person specification you will see how we are planning to assess these criteria, through your application (A), in a task at the assessment centre or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

	Assessed at...
You've got...	
These are the qualifications you need to have to be considered for shortlisting, without these you won't be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy.	
GCSE Maths and English Grade A*- C/9-4 or equivalent	A
A willingness to undertake appropriate continuous professional development	A,I
Experience of working with challenging behaviours and/or handling difficult situations	A,I
You're great at...	
These are the essential things that you have so you can do the job, without these you won't be considered for appointment.	
Demonstrating a commitment to the safeguarding of all students	A,I
Displaying commitment to working with young people to improve student safety and wellbeing	A,I
Displaying a rigorous, responsive and student-centred approach to supporting students with the ability to set high standards	I
Showing the ability to motivate and inspire students with differing abilities and needs	I

Displaying excellent communication skills	A,I
Showing initiative and empathy	I
Demonstrating a commitment to equal opportunities and customer care	A,I
Displaying energy and enthusiasm	I
Displaying effective organisation and time management skills	I
Excellent team working and relationship building	A,I
Using a range of key IT skills	A,I
First aid qualification (or a willingness to complete)	A,I
It would be good if you had...	
Whilst not essential , it would help in the role if you had any of the below.	
Level 3 or above qualifications or equivalent	A
Experience working with a range of external agencies that provide support to young people and their families	A, I
Experience of working with young people in a post-16 educational setting	A,I
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