Post Title: Welfare & Safeguarding Lead (WSL)

Hours of Work: 37 hours per week (Monday to Friday), 40 weeks per annum.

Place of Work: Your home College will either be Gravesend of Hadlow (herein "the College"), although occasional cross-College cover to Dartford or Tonbridge respectively will be required.

Salary: Tier 2 pro rata (£43,248 per annum full time equivalent)

Responsible to: Deputy Head of Welfare & Safeguarding (DHWS) at either NKC Dartford College or NKC Tonbridge College respectively.

Summary:

In liaison with the DHWS (and Head of Welfare and Safeguarding (HWS)), the WSL is responsible for the planning, organisation and deployment of student support, as well as working with the DHWS (and HWS) to ensure a consistent and rigorous approach at their College focusing on student health, wellbeing and safeguarding. Assume a lead role in student safeguarding, acting as the Safeguarding Lead for a College when in the absence of the DHWS.

Specific Responsibilities

1. Working closely with the DHWS to implement strategies and operational approaches that maximise the safeguarding and mental health support for students within an efficient, financial framework.

2. Work closely with the DHWS to ensure that the College's approach to student safeguarding is consistent and rigorous, supporting a team of identified Welfare & Safeguarding Officers (WSO's) across Colleges.

3. Act as a Deputy Designated Safeguarding Lead at the College with full authority to refer to external partnerships as necessary.

4. Support the DHWS in ensuring that the College meets its obligations with respect to Safeguarding legislation.

5. Monitor the logging of Concerns and triage cases on the central college database, allocating Case Owners and liaising with Curriculum as needed.

6. Contribute to the development of staff and students in their understanding of safeguarding, welfare and wellbeing and the strategies to support learners. Ensure that referrals are logged effectively and identify gaps where a training need may exist.

7. In liaison with the DHWS take responsibility for the filtering and monitoring for the Colleges Group, and support with any follow up needed.

8. Collaborate with curriculum teams, including the College Principal and Deputy Principal(s), Heads of Curriculum (HoCs), Learning Support (LS) Managers and Residential Manager (where appropriate) to ensure information regarding vulnerable or at-risk students is appropriately shared.

9. Occasionally, when cover is required, undertake duties that relate to another College; this may be attending online or in person meetings, or undertaking cross College administration to support the smooth running of the welfare and safeguarding service.

10. Undertake staff appraisals (where appropriate) in line with the College process for your own and any line managed staff you may have, so that targets stretch and challenge.

11. Develop opportunities to engage directly with learners to proactively expand the network for prevention of safeguarding and welfare referrals due to early intervention and strategies.

12. Ensure WSO's implement welfare and well-being sessions on a variety of topics such as resilience, anxiety and confidence, and measure the effectiveness of those sessions.

13. Contribute to whole College enrichment activities for students or staff as appropriate and encourage WSO's to facilitate ad-hoc pop-up events related to topics linked to safeguarding and well-being where appropriate (such as a sexual health pop-up).

14. Liaise with outside agencies to ensure strong links with organisations where they can collaborate with us to support the education of mental health and well-being.

15. Contribute to staff development to ensure strong staff awareness across the College regarding student safeguarding and mental health continue to develop.

16. Attend external wider network groups, meetings and, where appropriate, conferences.

17. Ensure close liaison with outside agencies and represent the College at multi agency meetings.

18. Ensure that your own knowledge, and that of those you line manage, is kept up to date of changes to relevant legislation and guidelines.

19. Have a working understanding of Safeguarding and Inclusion in the current Ofsted Framework and its implication for effective practice.

20. To undertake any other reasonable duties as directed by management.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a "can do" attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.
5. Leads by example.
6. Results Focussed.
7. Manages resources, performance and risk.
8. Champions effective change.

These behaviours will form part of the criteria within Appraisal process.

PERSON SPECIFICATION			
CRITERIA	**ESSENTIAL**	**DESIRABLE**	**ASSESSED BY**
(1) Qualifications:			
Appropriate to the remit of the post, to at least NVQ3 or equivalent		Y	Application / Interview
Additional management qualification		Y	Application
Up to date DSL/Safeguarding training	Y		Application
(2) Knowledge to include:			
A good understanding of legislation and good practice in relation to Safeguarding, including but not limited to: Child Protection, Peer on Peer Abuse, Prevent, Child Sexual Exploitation, FGM, contextual safeguarding and online safety	Y		Application/ Interview
Knowledge of enrichment and pastoral provision including multiagency, Youth Work, Personal Tutoring and, Health and Wellbeing	Y		Application/ Interview
(3) Experience to include:			
Relevant experience of Safeguarding for young people	Y		Application/ Interview
Experience of managing student support in an FE environment		Y	Application/ Interview
Demonstrable track record of successful leadership, team management and team working	Y		Application/ Interview
Experience of managing people in a customer service environment		Y	Application/ Interview
Experience of working with Counselling/Mental Health provision in an education setting	Y		Application/ Interview
(4) Technical Skills/Abilities to include:			
Proven ability to develop positive relationships with third parties	Y		Application/ Interview
Outstanding time management and organisation skills	Y		Application / Interview
Proven ability to deal and work effectively with staff at all levels of the organisation	Y		Application / Interview
An ability to be flexible and adapt in a rapidly changing environment	Y		Interview
Good written and verbal communications	Y		Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the People Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the People Department.

Sign:_____

Print:_____ Date:_____