Post: Welfare & Safeguarding Officer (WSO)

Place of Work: Dual-sited across two campuses (either Dartford & Gravesend, or Hadlow & Tonbridge), with occasional cross-campus cover and travel will be required.

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

Salary: Tier 4 (Spot Salary) pro rata

Accountable to: Deputy Head of Welfare & Safeguarding (DHWS)

Summary: To provide short-term safeguarding, welfare and wellbeing interventions for vulnerable learners and those identified as at risk, helping to ensure their safety and engagement in learning, so they are better able to achieve success.

1. Designated Safeguarding & Casework

- Act as DSO, responding to safeguarding concerns, learner disclosures and the reporting of issues for your campus(es), recognising and understanding the differing statutory bases for under-18 and 18+ learners.
- Provide safeguarding cover for other campuses on occasion, where another WSO is unavailable.
- Make appropriate agency referrals and contribute to multi-agency meetings under the direction of the HWS or DHWS.
- Support the identification and referral of concerns relating to extremism or radicalisation in line with the Prevent Duty, including Channel panel referrals where appropriate.
- Identify, record and escalate online safety concerns or disclosures in line with College policy.

2. Records, Information Sharing & Confidentiality

- Liaise effectively with all stakeholders (curriculum, parents/carers, external agencies) to ensure lawful and appropriate information sharing.
- Maintain effective, timely, accurate, and confidential records using College systems (i.e., eTrackr, safeguarding database, REMs), sharing and tracking interventions and progress.

3. Supporting Vulnerable Cohorts

- Work with learners who are Care-experienced, or Unaccompanied Asylum Seekers, to support access to their statutory entitlements and successful achievement of their qualifications.
- Work closely with Learning Support colleagues where safeguarding and learning needs intersect.
- Work closely with the Mental Health & Counselling Lead and the Counsellor(s) where you believe learners would benefit from mental health support.
- Promote mental health and well-being initiatives, delivering group sessions to encourage alternative strategies for good mental health and well-being.
- Work as a collaborative member of the Welfare & Safeguarding Team, providing short-term intervention for learners experiencing barriers to learning, and supporting access to resources enhancing mental and physical wellbeing.

4. Drop-Ins, Guidance & Health Promotion

- Arrange, offer and deliver regular ‘drop-ins’ in an identified space, offering guidance to learners on general welfare matters, money worries, sexual health and healthy lifestyles, signposting learners to relevant support (i.e. ‘Shelf Help’, College counselling).
- Liaise with external organisations supporting learners’ moral and social development (i.e. sexual health services, police, Mind and other agencies).
- Contribute to whole-College enrichment activities and facilitate ad-hoc safeguarding/well-being pop-up events (i.e. sexual health pop-up), including completion of basic risk assessments for such activities.

5. Cross-College Working

- Build excellent working relationships with learners and staff, working closely with curriculum and administrative teams to ensure learning and/or safeguarding needs are met and engagement strategies are clearly communicated.

- Contribute to staff briefings or training updates on safeguarding matters as required and assist with Open Days and other College marketing events.

6. Professional Development

- Attend relevant staff meetings and training, invest in your own CPD and achieve and maintain at least a Level 3 in Safeguarding
- Undertake any other reasonable duties as required 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 to improve performance.

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

PERSON SPECIFICATION			
CRITERIA	**ESSENTIAL**	**DESIRABLE**	**ASSESSED BY**
(1) Qualifications:			
Level 3 Safeguarding qualification (or willingness to achieve within an agreed probationary period)	Y		Application / Interview
Level 2 minimum English & Maths qualification	Y		Application
A teaching, youth work, social work or learner support qualification (L4+)		Y	Application
(2) Knowledge to include			
A good understanding of legislation and good practice in relation to Safeguarding, including KCSiE, Working Together to Safeguard Children, Children Act, Care Act, Prevent Duty Guidance, Equality Act	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			
Experience working with young people and/or vulnerable adults; experience handling safeguarding disclosures and referrals	Y		Application / Interview
Experience of providing effective student support in an FE or post-16 education setting; experience liaising with statutory agencies (children's social care, police, CAMHS)		Y	Application / Interview
Demonstrable experience of and the ability to manage a caseload, with a focus on progressing within an agreed timeframe	Y		Application / Interview
(4) Technical Skills/Abilities to include:			
Proven ability to develop positive relationships with third parties and staff at all levels of the organisation	Y		Application / Interview
Outstanding time management and organisation skills with the ability to work under pressure whilst maintaining professional boundaries	Y		Application / Interview
An ability to be flexible and adapt in a rapidly changing environment	Y		Interview
Excellent written and verbal communications; accurate record-keeping using case management/IT systems; ability to manage highly sensitive and confidential information	Y		Interview
Ability to take initiative to instigate activities and strategies with students	Y		Application / Interview
(5) Personal Attributes and Other Requirements:			

Empathetic, non-judgemental, and approachable; calm and resilient under pressure; able to manage competing priorities	Y		Interview
Enhanced DBS (including barred list check); ability to travel between campuses, with access to a car during the working day	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 Group and to comply with the Group's employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the Group 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:_____