

JOB DESCRIPTION

Post:	Safeguarding and Student Advice Officer
Reports to:	Head of Study Plus
Salary:	
Hours of work:	35 hours

Main Purpose of the Post

To act as the LAC Academic Link and work with academic staff to collate and distribute Student Progress Information to Social Services, Virtual School and any external agency authorised to receive student data in compliance with Data Protection legislation.

To provide support to students who are experiencing problems of a safeguarding nature.

To provide advice, support, guidance and information on personal, predominantly welfare-related issues to students at each stage of the learner pathway: pre-entry, on-programme and exit.

To provide advice, guidance and information to academic programme staff on safeguarding and supporting students to overcome personal barriers to learning.

To record all safeguarding referrals accurately and provide monthly data for reporting purposes.

Main Tasks and Responsibilities

1. To act as a focal point for student and staff safeguarding concerns and liaise with other members of college staff and external agencies and professionals where necessary.
2. To provide an emergency service for students in immediate distress including signposting to relevant external agencies as appropriate.
3. To follow up as appropriate if there are concerns about a child's welfare, possible abuse (including CSE or FGM) or neglect, or radicalisation with the Designated Safeguarding Lead.
4. To offer support to students who are experiencing emotional or practical difficulties that are affecting their learning. This includes effective referral to other support agents both inside and outside the College.

5. To provide information, guidance and advice related to student welfare and pastoral care, including financial matters and housing advice.
6. To monitor, maintain and report on those students with unsatisfactory attendance records to College Staff (Heads of School/Academic Leaders/tutors)
7. To respond to internal and external requests for student information, providing this in an accurate and relevant format.(Progress Reports/Email/Completing Organisations forms as requested)
8. To liaise with the Learning Support team on special issues related to individual students who have learning difficulties or disabilities.
9. To liaise with Tutors and other cross-College staff to support students' personal issues.
10. To work as a member of the Study Plus team and take an active role in the promotion, planning, development and evaluation of support services.
11. To contribute to the planning and production of the service's literature and publications.
12. To ensure the collection and collation of accurate data and returns as required by the Head of Study Plus and the Assistant Principal Curriculum Support.
13. To represent the service at internal and external meetings, as required by the Head of Study Plus.
14. To establish networks with a range of local advisory bodies, support agencies, Careers Service and training providers.
15. To attend regular training sessions as necessary and appropriate.

General

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and divisional targets within the College's annual planning and staff performance review processes and budgetary constraints in order to create and maintain high performance of learners and the College and:

- Everything we do has a Student Focus, with the following core values: Creativity, Respect, Aspiration, Integrity, Empowerment, Responsibility and Accountability.
- Actively promote British values and equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.

- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role
- Comply with and promote College Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake recommended training as and when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required
- Adhere to and ensure compliance with all College procedures as detailed in the Staff Handbook
- At all times seek to serve the best interests of the College
- To provide cover for colleagues during periods of holiday or sickness absence

PERSON SPECIFICATION

Qualifications
1. Safeguarding Level 3 (Desirable)
Knowledge, Skills and Experience
2. Experience of dealing with safeguarding issues and a commitment to creating a safe learning environment
3. An understanding of personal issues which may affect students through the learning process
4. Working knowledge concerning access to means-tested and other benefits, particularly in relation to students in FE/HE (Student Loans, grants and charitable awards)
5. Experience in delivery of advice and/or guidance within an educational context
6. Experience of working with a diverse client group, particularly refugees and asylum seekers
7. Experience of making appropriate decisions and/or referrals relevant to client issues
8. Experience of keeping accurate records for statistical and audit purposes
9. Excellent organisational & time management skills and an ability to work to deadlines
10. Excellent interpersonal skills at a variety of levels
11. Ability to work supportively with colleagues as a member of a team
12. Excellent oral and written communication skills
13. Ability to work on own initiative
14. An understanding of equal opportunities issues within an educational context

May 2019