

**Our mission is: 'Inclusion, realising potential; transforming lives'**

## **JOB DESCRIPTION**

**Job Title:** Welfare Officer

**Responsible to:** Safeguarding & Inclusion Manager

**Accountable to:** Director of Student Support & Inclusion

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### **Job purpose**

- To be a trained safeguarding officer ensuring the safety and wellbeing of all learners and apprentices
  - To remain up to date in respect of Safeguarding legislation and the Prevent Duty
  - To comply with the requirements of respective local authorities in relation to the safeguarding of children and adults
  - To support College attendance, retention and achievement strategies by providing high quality pro-active welfare and wellbeing support to individual students and groups
  - To work with Safeguarding & Inclusion Managers, Lead Progress Coaches and Progress Coaches, Engagement Officers and College staff to ensure learners are fully supported, with any barriers to learning identified promptly
  - To liaise with external agencies to ensure students receive the best possible support in order for them to achieve to their full potential
  - Attend meetings including Children in Care reviews, Strategy Meetings and Child in Need meetings when required
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### **Key responsibilities**

- To support the college wide strategy for safeguarding and the Prevent Duty

- To meticulously maintain a robust and accurate safeguarding log and records ensuring that all welfare and safeguarding comments are actioned in a timely manner.
- To work effectively as part of the Safeguarding team, ensuring the deputies and/or safeguarding lead are fully informed of serious cases at each stage
- Providing a front-line service supporting learners wellbeing, signposting and referring where appropriate and monitoring and reviewing learner progress as a result of accessing services
- Provide high quality welfare themed interventions on a one to one and group basis if required
- To ensure the student Anti-Bullying and Harassment policy and procedure is followed and promote the college's zero tolerance to bullying ethos.
- Support learners and staff with the implementation of positive behaviour management strategies across sites in line with the college behaviour policy.
- Attend meetings with external agencies, parents and curriculum staff to support learners, in particular the most vulnerable as and when required
- To support learners with mental health concerns
- To understand barriers to learning and support learners to overcome these by developing innovative practice and delivering a consistently outstanding service
- To work with all staff across the College to ensure a holistic approach to safeguarding learners
- Maintain a professional process for providing and recording welfare advice
- Provide support for staff in order to enable them to support learners with emerging issues in order to maximise the opportunities for learners to attend, achieve and progress
- To manage a flexible caseload of students, prioritising those with complex needs and safeguarding concerns
- To assist in activities such as recruitment events, enrolment activities and assessment of support needs.
- To undertake such other duties as are commensurate with the grade and purpose of the post.

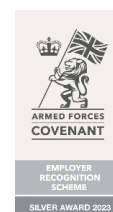


## Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

## Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Personal Performance Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste



## Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

## Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

### Our college values are:

**We put our students and customers first** - prioritising their inclusion, learning and progress, supporting their health and wellbeing and realising their potential

**We recognise that people are our greatest asset** – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, galvanising them through inclusive practice, recognising the difference they make and rewarding them for the work they do

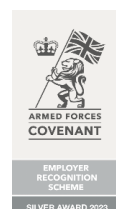
**We pursue excellence in all we do** - a passion for inclusive, high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

**We embrace change** - looking forward to the future, maintaining a growth mind-set, exploring new routes to inclusion, partnership and collaboration, harnessing AI safely and ethically for efficiency, digitalising and embracing new technologies, anticipating and responding to ongoing economic and social needs and demands

**We collaborate and work in partnership with others** - actively seeking opportunities to become more inclusive, working with others in the best interests of the college community and key stakeholders, delighting our customers

**We operate sustainably, ethically and responsibly** – adding social capital through inclusion, working to achieve net zero carbon targets and enhancing biodiversity, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

**We are guided by the principles of sound financial stewardship and operational efficiency** – balancing an inclusive educational character with cost effectiveness, ever-mindful of an increasingly risk-laden and unpredictable operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



## PERSON SPECIFICATION

### Qualifications

- Be educated to A level standard or equivalent
- 5 GCSEs (grade A\*-C), including English Language and Mathematics

### Experience and knowledge

- Have knowledge of or undertaken Safeguarding training
- Have knowledge of or undertaken Mental Health awareness
- Experience of successful liaison with different groups of people (e.g. parents, schools, external agencies, curriculum staff, support staff etc.).

### Skills and abilities

- The ability to effectively evaluate challenging situations and to make well-judged decisions.
- Excellent interpersonal skills, motivating and influencing skills, organisational and management skills, and well developed analytical and problem-solving skills.
- An ability to work under pressure and meet tight deadlines.
- A real eye for detail that leads to the successful completion of actions and an on-going relentlessness with regard to student monitoring.
- Ability to deliver training to large groups
- Ability to collate, analyse data and compile high quality written reports
- Resilient. Able to deal professionally with challenging conversations and without becoming emotionally involved.
- Emotional intelligence, self-awareness and confidence
- Excellent IT skills

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