

**JOB SPECIFICATION**

**Post Title: Safeguarding Officer**

**Line Manager:** Head of Safeguarding and Wellbeing

**Pay Band: Support Band E**

**JOB PURPOSE**

To provide high quality service support for learners experiencing crisis related to their safety and wellbeing. This includes, but is not exclusive to, mental health, wellbeing, emotional and behavioural difficulties, and social factors such as exploitation, abuse, housing or family breakdown.

To engage the full range of statutory, professional and voluntary services external to the College, to support the ongoing needs of individual learners, liaising with both Curriculum and Inclusion Teams to ensure that a joined-up approach is adopted. This spans safeguarding and wellbeing concerns.

To provide and coordinate ongoing support for vulnerable learners through close working with external agencies relevant to individual learners, and colleagues within the College which aims to allow them to progress with their education.

Responsibility for contributing to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Work with Designated Safeguarding Lead (DSL) so they are able to:

• refer cases of suspected abuse to the local authority children’s social care as required;

• support staff who make referrals to local authority children’s social care;

• refer cases to the Channel programme where there is a radicalisation concern as required;

• support staff who make referrals to the Channel programme;

**SPECIFIC DUTIES**

1. Provide front line services to learners using evidence-based practice, including 1:1 mentoring, drop in support, referral / signposting, information, advice and guidance, advocacy, and mediation.
2. Initiate Early Help referrals, and support the DSL in regard to the College’s ongoing involvement with Safeguarding Hubs, and other external services.
3. Support the admissions and transition process to identify vulnerable learners through the application and interview stages; including Looked After Children, Care Leavers, those declaring a history of complex mental health difficulties, and learners under 16 years old.
4. Lead awareness raising ofcolleague’s responsibilities to keep children and vulnerable adults safe with support from other Safeguarding Team members and the Designated Safeguarding Lead.
5. Follow up any Safeguarding referrals made through liaison with local authorities, the Police, Safeguarding Hubs.
6. Promote inclusion and participation and promote behaviour which demonstrates respect for others.
7. Use IT systems effectively to support detailed record keeping and communication relating to individual learners.
8. Work flexibly to support students according to the needs of the College which may include sudden changes to expected timetables or individual learner’s arrangements.

**GENERAL DUTIES**

* Work flexibly to meet College requirements including on occasion working in other departments as directed by your line manager. This requirement is likely to be particularly relevant during busy periods.
* Comply with all College policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
* Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
* Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
* Value diversity and promote equal opportunities.
* Participate in Performance Management and Professional Development activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
* All Kendal College employees are expected to act as ambassadors for the College and promote the organisation and its services positively.
* Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult with the job holder in so doing.

Date – Sept 2025



**PERSON SPECIFICATION Safeguarding Officer**

All Kendal College employees are expected to embrace College values by seeing learners as our priority and by promoting the welfare of children, young people and vulnerable adults.

* Embracing equal opportunities and respecting diversity in every aspect of working with students, colleagues, visitors and other College stakeholders
* Striving for continuous improvement

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| **Attributes** | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications** | * Educated to Level 4 or above * GCSE Maths and English (A to C) or equivalent * IT qualification or proven competence | * Counselling qualification * Safeguarding Qualification at Level 3 or above. * A relevant qualification which could be in Social Work, Mental Health, Working with disability/learning difficulties, or similar. |
| **Experience** | * Experience of working with vulnerable young people. * Experience of providing advocacy * Experience of providing emotional support * Experience of facilitating groups, delivering presentations and/or training | * Experience or knowledge of working in Social work, Residential Care, Educational and/or Mental Health setting. * Experience of Safeguarding work. * Significant experience of working with individuals with additional needs in an educational setting * Experience or knowledge of managing a caseload * Experience or knowledge of producing risk assessments / behaviour plans for individuals |
| **Knowledge and Skills** | * A working knowledge of legislation concerning Child Protection procedures and practice. * Understanding of the need to maintain confidentiality and conform to information sharing protocols * Ability to develop and maintain strong and positive relationships whilst maintaining clear role, ethical and professional boundaries * Demonstrate an understanding of the implications for learning of the most common mental health / SEND difficulties * Capacity to work reliably as a team member and to work flexibly according to the needs of learners and the College * Ability to demonstrate a calm, patient disposition * Recognising when challenging behaviour should be referred to the DSL or other Senior management | * Current basic knowledge of Benefits/Welfare Rights or willingness to learn * Extensive knowledge of child protection procedures, practice and law. |

Applicants will not normally be considered for appointment unless they meet the Essential requirements for the post