

Organisation:	Leeds City College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	N/A
Core Job Role:	Safeguarding Officer
Job Title:	Safeguarding Officer (Stay Safe Officer)
Reports to:	Stay Safe Team Leader
Grade	D
Date of compilation:	Updated May 2023

ROLE SUMMARY:

As a Stay Safe Officer, you will manage a caseload of students where there is a safeguarding concern, working closely with both internal and external partners and recording all work on college systems, including CPOMS. You will provide specialist advice and support to staff throughout college, including safeguarding supervision to Designated Safeguarding Officers.

CORE RESPONSIBILITIES:

1. Provide specialist advice, support and training to any pastoral, curriculum, or support staff in assessing and dealing with safeguarding issues.
2. Provide both ad-hoc and formal supervision to designated safeguarding officers, including recording supervision sessions, and ensuring discussion around individual cases forms part of the safeguarding case notes.
3. Quality assure CPOMS records assigned to DSOs who are on the supervision caseload
4. Manage a caseload of students where there is a high-level safeguarding concern, responding in a timely manner, putting steps in place to keep students safe and recording all work accurately
5. Risk assessment of applicants with declared unspent criminal convictions.
6. Plan, facilitate and chair campus/curriculum safeguarding meetings including recording key points
7. Plan and deliver training on a range of different safeguarding topics including staff induction, staff developments days in college and throughout the year as required
8. Work with pastoral staff to design and produce resources for tutorial and individual support relevant to students at different stages and phases of learning
9. Monitor and review support for vulnerable students providing expertise and information as required
10. Monitor the recording and reporting of safeguarding referrals on campus, using appropriate client record and MIS systems, ensuring processes are followed
11. Provide information and data to enable timely reports to be collated

12. Work with curriculum teams, senior tutors and learning support teams to put in place support plans and risk assessments
13. Act as a point of contact for external agencies and attend external meetings as required
14. Lead cross college safeguarding campaigns
15. Develop resources and expertise to raise awareness of Prevent and promote equality, respect and fundamental British values
16. Advise on effective transition arrangements for vulnerable students
17. Contribute to student activities, awareness arising events and Open Days
18. Lead on a specific aspect of safeguarding across college
19. Participate in regular supervision as a part of case management and review processes

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

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Department	Student Life

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Q1. Degree or equivalent level qualification	A
E	Q2. Level 2 Safeguarding Qualification	A
E	Q3. English and Maths at Level 2	A
D	Q4. A recognised qualification in at least one area relating to safeguarding to a minimum of level 3 or equivalent, or substantial experience	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Recent experience working as a designated safeguarding officer	A / I
E	EK2. Experience of working with vulnerable groups in an educational setting	A / I

E	EK3. Experience of working with a range of partners and referring into their services	A / I / P
E	EK4. Experience of supporting curriculum teams	A / T / P
E	EK5. Up to date knowledge and experience of a range of safeguarding issues	A / I
E	EK6. A comprehensive awareness of Prevent	A / I
D	EK7. Knowledge of impact evaluation and demonstrate its contribution to service improvement	A / I / P
D	EK8. Experience of providing safeguarding supervision to staff	A / I / P
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent interpersonal skills	A / I / P
E	SC2. Able to be adaptable to the needs of staff and students	I / P
E	SC3. Able to stay calm and work under pressure	I / P
E	SC4. Good IT skills	A / I
E	SC5. Be a good active listener who is non-judgemental	I
E	SC6. Able to work well both as a member of a team and using own initiative.	A / I / P
E	SC7. Demonstrate high levels of emotional resilience	I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I