

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Student Life
Core Job Role:	
Job Title:	Safeguarding Team Leader
Reports to:	Safeguarding Manager
Grade	E
Date of compilation:	July 2024

PURPOSE OF THE ROLE

The post-holder will work with the Safeguarding Manager to promote and maintain a culture of vigilance throughout the college, ensuring it is a safe space for students, staff and visitors. The post holder, as part of the Safeguarding Leadership Team will help deliver the strategic and developmental aims of the organisation. The post holder will safeguard children, young people, vulnerable adults and other adults at risk through supporting case management and escalation to external agencies.

CORE RESPONSIBILITIES:

1. Support the Student Safeguarding Manager in achieving the strategic objectives and building capacity in this service area
2. Line management of stay safe service staff including performance management appraisals and sickness monitoring
3. Provide both ad-hoc and formal supervision to Stay Safe Officers and designated safeguarding officers, including recording supervision sessions and ensuring discussion around individual cases for part of the safeguarding case notes
4. Quality assurance and audit of the recording of safeguarding concerns providing individual coaching to improve and develop record keeping
5. Plan and coordinate cross college safeguarding support, ensuring students have access to internal and external services
6. Provide casework support for crisis and acute safeguarding referrals
7. Drive the take up of services for 19+ students, monitor activity levels, ensure accurate recording and draw down funding for these students
8. Coordinate cross college training for safeguarding, including delivery of training, liaising with Human Resources as required.

9. Lead the team to develop and implement innovative campaigns and projects using online and digital technologies, partnership working and curriculum resources
10. Lead appropriate planning meetings within the team and across college
11. Provide specialist advice, support, mentoring and training to designated safeguarding officers, coaching tutors, curriculum staff and business support staff in assessing and dealing with safeguarding issues
12. Maintain up to date knowledge and training around safeguarding and vulnerability.
13. Work with curriculum staff and learning leaders to design and produce resources for tutorial and individual support relevant to students at different stages and phases of learning
14. Coordinate, monitor and review support for vulnerable students and groups of students providing expertise and information as required
15. Monitor the recording and reporting of safeguarding referrals on campus, using appropriate client record and MIS systems including CPOMS, ensuring processes are followed
16. Provide information and data to enable timely reports to be collated
17. Act as a point of contact for external agencies and attend external meetings as required
18. Develop resources and expertise to raise awareness of Prevent and promote equality, respect and British Values
19. Advise on effective transition arrangements for vulnerable students
20. Contribute to student activities, awareness arising events and Open Days
21. Risk assessment of applicants with declared criminal convictions
22. Participate in regular supervision as a part of case management and review processes Attend and contribute to team meetings, planning days and other departmental staff events.

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.

Energy & enjoyment

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

Passion & ambition

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

Ownership & performance

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

Creative & reflective

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

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 is 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
E	Q1. Degree or equivalent higher level qualification	A
E	Q2. Level 2 Safeguarding Qualification	A
E	Q3. English and Maths at Level 2	A
E	Q4. A recognised qualification in at least one area of expertise in safeguarding, social work, mental health, health and care to a minimum of NVQ 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 and caseload management	A/I

E	EK2. Experience of leading, mentoring and supporting staff to develop their skills and professional practice	A/I
D	EK3. Experience of managing staff and providing caseload supervision	A/I
E	EK3. Up to date knowledge and experience of a range of safeguarding issues	A/I
E	EK4. Recent experience supporting young people and vulnerable adults with safeguarding and mental health issues	A/I
E	EK5. Experience of working with a range of partners and referring into their services	A/I
D	EK6. Experience of planning and delivering training	A/I
E	EK.7 Knowledge of safeguarding legislation, statutory guidance, best practice and local protocols	I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent interpersonal and team work 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
D	SC4. Use of digital and online media to improve communications with students and staff	A/I
E	SC5. Be a good listener who is non-judgemental	I
E	SC6. Able to provide a professional lead to colleagues within team and across college and use own initiative	I/A/P
E	SC7. Accurate and objective record keeping	A/I
E	SC8. Write timely and accurate reports including data and narrative, analysing trends to influence service delivery	A/I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Support and promotion of equality, diversity and inclusion	I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	Commitment to the PREVENT agenda	I
E	Commitment to professional standards	I
E	Commitment to restorative practice approaches	I