

Group Member:		Luminate Education Group	
Job Title:		Stay Safe Officer	
Reports to:		Safeguarding Team Leader	
Job Grade	LEG D	Department	Student Life

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 department designated safeguarding officers, including recording supervision sessions, and ensuring discussion around individual cases for part of the safeguarding case notes.
3. Manage a caseload of students where there is a safeguarding concern, responding in a timely manner, putting steps in place to keep students safe and recording all work accurately.
4. Risk assessment of applicants with declared criminal convictions and other vulnerabilities.
5. Support the central Safeguarding Team in managing the central inbox and other all-team tasks.
6. Plan, facilitate and chair department 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. Maintain up to date knowledge and training around safeguarding and vulnerability.
9. Work with pastoral staff to design and produce resources for tutorial and individual support relevant to students at different stages and phases of learning.
10. Monitor and review support for vulnerable students providing expertise and information as required.
11. Monitor the recording and reporting of safeguarding referrals on campus, using appropriate client record and MIS systems, ensuring processes are followed.

12. Provide information and data to enable timely reports to be collated.
13. Work with curriculum teams, senior tutors and learning support teams to put in place support plans.
14. Act as a point of contact for external agencies and attend external meetings as required.
15. Lead departmental campaigns around safeguarding issues impacting students.
16. Develop resources and expertise to raise awareness of Prevent and promote equality, respect and fundamental British values.
17. Advise on effective transition arrangements for vulnerable students.
18. Contribute to students activities, awareness arising events and Open Days.
19. Lead on a specific aspect of safeguarding within the department.
20. Participate in regular supervision as a part of case management and review processes.
21. Any other duties that are specific to the department.
22. Ability to participate in evening/weekend work if required.
23. Assistance (if required) in the preparation, support and participation of examinations and invigilation across the Group.

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 relational 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 the group's values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

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

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

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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 higher-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 of expertise in safeguarding, 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	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
E	EK4. Experience of supporting curriculum teams	A / I
E	EK5. Up to date knowledge and experience of a range of safeguarding issues	A / I / T / P
D	EK6. An awareness of Prevent	A / I
D	EK7.knowledge of impact evaluation and demonstrate its contribution to service improvement	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 / T / P
E	SC3. Able to stay calm and work under pressure	I / T / P
E	SC4. IT literate	A / I
E	SC5. Be a good listener who is non-judgemental	I
E	SC6. Able to work well both as a member of a team and using own initiative	I / T / P
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