

Group Member:		Luminate Education Group	
Job Title:		Apprentice Stay Safe Officer	
Reports to:		Safeguarding Team Leader	
Job Grade	L3 Apprentice	Department	Student Life – Safeguarding

ROLE SUMMARY:

The Apprentice Stay Safe Officer will be part of our Safeguarding Team and will play a vital role in helping our students to stay safe. They will support the work of the safeguarding team by taking a preventative approach to safeguarding through delivering campaigns and helping to design and create information and resources. They will also support students where they do have a concern through drop - in sessions, one to one interventions and liaison and referral to other agencies. The role is part of the Student Safeguarding and Wellbeing team, and will work across the Luminate Education Group

SPECIFIC ROLE RESPONSIBILITIES:

1. Provide one to one safeguarding support where a student is worried about themselves or someone else.
2. Record all safeguarding support on the CPOMS system or other appropriate Management Information System.
3. Design and deliver awareness campaigns and specialised workshops on a range of different safeguarding topics.
4. Develop and maintain resources while ensuring all content on the Student Information Hub remains current and accurate.
5. You will undertake mandatory training to become a Designated Safeguarding Officer as well as work towards completion of level 3 Safeguarding Support Officer Apprenticeship.

CORE RESPONSIBILITIES:

1. Under supervision, carry a small caseload of students where there is a safeguarding concern recording accurately and in a timely manner on the appropriate management information systems.
2. Help create, implement, and review risk assessments and safety plans (including safety plans for suicidal intent/ideation) to keep students safe.
3. Support other groups identified as 'vulnerable' where required, e.g. young people who are care experienced.

4. Be a point of contact and advice for curriculum and service staff throughout Luminate Education Group where they have a student they are concerned about from a safeguarding perspective.
5. Support the Safeguarding Team Leaders in implementing initiatives and projects to support student safeguarding.
6. Design activities and projects that help students stay safe.
7. Help run student inductions, open days, and events that promote safeguarding.
8. Run group sessions and workshops on different health topics to help students stay well.
9. Track and analyse outcomes from safeguarding interventions to inform future practice and contribute to departmental reporting.
10. Liaise with schools and other education providers to facilitate the timely sharing of information for young people making the transition to college.
11. Develop and maintain an in-depth knowledge of local community services and resources to provide effective health and wellbeing signposting for students
12. Support with administrative tasks, data analysis and reports on an ad hoc basis.
13. Actively participate in regular supervision, case reviews, and apprenticeship portfolio building.
14. Support with the delivery of staff training on safeguarding topics
15. Support with fielding queries that come through the Safeguarding Inbox as and when required
16. Complete all components of the assigned Apprenticeship Standard within the agreed timeframe. [Safeguarding support officer / Skills England](#)
17. Attend and contribute to team meetings, Student Life days and group-wide 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 relational practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate 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

Person Specification

Job Title:	Apprentice Stay Safe Officer
Department	Student Life – Safeguarding

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
E	Q1. English and Maths at Level 2 (GCSE Grade 4/C or equivalent), or commitment to achieve this during the apprenticeship	A / C
E	Q2. Willingness to complete a Level 2/3 Safeguarding qualification within the first year.	A / I
E	Q3. Commitment to completing the full Apprenticeship Standard framework.	A / I

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment

E	EK1. An understanding of, or strong interest in, the safeguarding concerns faced by young people and/or adults in an educational setting.	A / I
E	EK2. Experience of supporting or mentoring individuals in a community or education setting, this could be in paid employment or a volunteer capacity.	A / I
E	EK3. Experience of working with people from diverse cultures and ages	A / I
E	EK4. Experience of planning, organising and delivering creative activities, campaigns and resources.	A / I
E	EK5. Experience maintaining accurate and objective record keeping.	A / I
D	EK6. Experience or an understanding of working with a range of partners and referring into their services.	A / I
D	EK7. Knowledge of safeguarding legislation and local protocols.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. High level of emotional intelligence, empathy, and the ability to build positive relationships.	A / I
E	SC2. Be a good listener who is non-judgemental and can show compassion and empathy	A / I
E	SC3. Ability to work on own initiative as well as part of a team and takes responsibility for own actions	A / I
E	SC4. Acts with honesty and integrity and is respectful of others	I
E	SC5. Strong basic IT literacy (MS Office, emails, digital record-keeping)	A
E	SC6. Good organisational and administrative skills with an eye for detail.	A

E	SC7. Ability to stay calm and work under pressure	A / I
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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