**Head of Safeguarding and Wellbeing**

**Full Time, Permanent**

**£35,854 to £38,960 p.a**

Nescot are seeking a skilled welfare practitioner with experience of working with young people in a safeguarding capacity; experienced at making referrals to local authority safeguarding teams; and experienced in managing teams. The post holder will support the Designated Safeguarding Lead and other deputies in managing safeguarding and wellbeing support cross college.

**What we are looking for:**

* Insight into inter agency work and ability to take the lead on safeguarding when dealing with agencies, referrals and assessments required.
* Experience in supporting others to assess and manage risk in difficult/sensitive scenarios
* A good knowledge of statutory requirements, to inform college processes and policy, and training for the wider college staff.

**Duties/responsibilities:**

* Oversee the activity of the Student Safeguarding and Wellbeing Service in monitoring and supporting ‘at risk’ students
* Managing the team of Safeguarding and Wellbeing Officers to ensure students at Nescot feel and are safe and staff wellbeing is considered
* Responsible for staff training around safeguarding, disseminating key legislative requirements and changes; updating all staff on trends being reported to the team as part of awareness raising with support methods for them to apply in the classroom.
* Working with the Head of Student Experience to inform tutorial content for students and support preventative education
* Ensuring robust transfer of files in and out of college and reporting to local authorities when destination is unknown

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

*At Nescot, we’re proud of our inclusive culture and we welcome all applications. This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date 8th July 2024.**

 **Interviews will be held as per application.**



**Job Description**

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| **Position Details:** |
| **Title:** | Head of Safeguarding and Wellbeing |
| **Department:** | Student Experience |
| **Fraction:** | 1 FTE |
| **Status:** | Perm |
| **Grade:** | NEL PO1 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** |
| **Responsible to:** | Assistant Principal, Student Experience and Learning support. |

 **Functional links with:** Safeguarding and Wellbeing Team, Assistant Principal - Student Experience and Learning Support. Deputy Principal (Designated Safeguarding Lead), Heads of Curriculum and Departments, Vocational staff, all college staff and students. Safeguarding Leads at local schools, Local Authorities, Community Police Team.

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| **Job Purpose:** |
| To lead the development of the Safeguarding and Wellbeing Team, who work across the whole college. * Act as Deputy Designated Safeguarding and Mental Health Lead for the College
* To manage the Student Safeguarding and Wellbeing Team, leading and supporting on complex cases and having oversight of caseload and staff wellbeing.
* Work with the Assistant Principal for Student Experience and Learning Support and other colleagues to develop and evolve safeguarding and wellbeing related policy and procedures in areas such as safeguarding, mental health and wellbeing, bullying and harassment, fit to study, criminal convictions, Prevent Duty, etc.
* Work closely with other college services to ensure the successful reporting and coordination of student safeguarding and wellbeing
* Responsible for staff training around safeguarding, disseminating key legislative requirements and changes; sharing trends being reported to the team as part of awareness raising with support methods for staff.
* Work with the Head of Student Experience to inform tutorial content for students and support preventative education
* Ensure robust transfer of files in and out of college and reporting to local authorities when destination is unknown
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| **Main Duties and Tasks:** |
| **Managing the Wellbeing Team:*** Provide line management and inhouse supervision to the Safeguarding and Wellbeing Team
* Ensure appropriate external supervision is provided to the Safeguarding and Wellbeing Team and student mentors, helping to manage the emotional and complex outcomes of student support
* Ensure appropriate training and professional development for all members of the Team, including developing specialist knowledge in areas such as Prevent, bereavement and County Lines; to support vulnerable groups, e.g. LAC, care leavers, CIN, young carers, etc
* Manage a safeguarding duty rota for the Team and wider college for the purpose of providing a point of contact for all staff and students, throughout the year
* Support the Senior Safeguarding and Wellbeing Officer when triaging cases into the team and have oversight of the cases and referrals to other internal and external specialist services
* Implement processes for assessing risk for students

**Liaison responsibilities:** * Develop and maintain effective working relationships with key contacts across the college with the aim of continuously improving the student experience in relation to pastoral/wellbeing care
* Be a senior point of contact for advice and guidance on Safeguarding and Wellbeing for external agencies and staff outside of the Team
* Work closely with Assistant Principals, Heads of Curriculum and any other relevant staff/teams on complex student cases
* Create guidance and marketing publications for staff and students
* Contribute to weekly case review meetings with Wellbeing Team and Senior members of the Safeguarding Team
* Develop and maintain relationships with external organisations and agencies that provide relevant support
* Liaise and coordinate with external agencies including Social Care, Police, Youth Offending Team, Mental Health Services,
* To provide on-going training to personal tutors, cross college and support staff in order to fulfil the safeguarding needs of the college, prioritising key themes and new legislative changes

**Process Management:*** Manage and further develop CPoms reporting software
* Manage safeguarding reporting procedures, overseeing appropriate follow-up
* Manage the enrolment and risk assessment of students with criminal convictions
* Manage transfer of files in and out of the college and report to local authorities when destination is unknown
* Review and develop procedures in relation to student wellbeing
* Pursue and/or contribute to fitness to study cases in instances where there is evidence that students are unfit to study

**Student Development:*** Work with the Student Experience Team, Tutors and Marketing Team to promote wellbeing related campaigns for all or targeted groups of students

**Reporting and Representation:*** Represent issues concerning vulnerable groups of students at College level working groups and committees
* Collect and report statistical data on the use and impact of the service, identifying trends in student wellbeing
* To produce and maintain statistical records for meetings, audits and annual reports, as required
* Maintain links with appropriate external networks in order to maintain an awareness of how issues are being tackled across the FE sector
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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims.
* Carries out the Annual Performance Review Interview for those staff who report to the post, to ensure their continuing staff development
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises.
* To follow and adhere to Nescot’s Equality and Diversity policy at all times.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area.
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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.
* The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding .
* To take responsibility for the management of health and safety within the areas managed in accordance with NEL Health and Safety Policy and the Management of Health and Safety at Work Regulations 1999 (or any superseding legislation). To work proactively with the College Health and Safety Officer to ensure a safe working environment for students and staff. Managers have a responsibility to ensure that industry/faculty specific health and safety advancements and procedures and implemented and adhered to by all users. .

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| **Terms and Conditions of Nescot Enterprises Ltd:** |
| * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College
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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed.
* For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.

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| **Pension** |
| You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |

This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.UPDATED BY: AP Date: June 2024UPDATED BY: HR Date: June 24 |
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PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – Head of Safeguarding and Wellbeing** |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Experience in managing teams undertaking wellbeing support casework, supporting vulnerable adults and young peopleExperience of working with vulnerable groupsExperience in supporting others to assess and manage risk in difficult/sensitive scenariosExperience of developing and implementing processes in a student support contextExperience of coordinating direct support to individuals with safeguarding, including mental health difficulties, managing sensitive cases effectivelyExperience of working collaboratively and proactively in an inter-professional service to deliver multiple objectivesExperience of managing a busy and varied workloadExperience of making appropriate decisions/ referrals to relevant agencies | A/IA/IIIIIII | Experience of working in an FE or HE environmentExperience of multi-agency work, for example social care, youth offending, policeExperience or organising a wellbeing enrichment programme. | I/AII |
| **Skills and Abilities** | Ability to manage difficult/sensitive situationsAbility to work within appropriate professional boundaries, including referral and follow up, adhering to GDPR and confidentiality and ability to support others to do likewiseAbility to provide wellbeing briefings and training to staffAbility to collate, analyse and report on data to help inform planning and decision makingAbility to work efficiently with case management systems and other appropriate technologyAbility to work with a wide range of people Ability to think laterally and independent to solve problems within complex organisational environment Demonstrate ability to identify areas for process improvement, and successfully implementing changeAbility to consult, negotiate, prioritise and make decisionsExcellent organisation skillsOutstanding attention to detail and ability to provide accurate information and analysis | IIII/A/TI/TIII/TIII |  |  |
| **Qualifications** | Degree level or equivalent experienceRelevant specialism/professional qualification | AA | A formal youth/social work qualification | A |
| **Personal Qualities** | Good organisational skillsAble to use own initiativeBe reliable and maintain confidentialityCommitment to and understanding Equality and DiversityProfessional appearanceProvide prompt, efficient and effective customer serviceAbility to work under pressureFlexible to work Open Evenings, Open Days which may include some Saturdays and eveningHas awareness of equality and diversity and NEL Values which is promoted within your roleCommitment to continuing professional developmentCommitment to safeguarding, PREVENT and promoting the welfare of learners The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010Commitment to energy management and sustainability | IIIIIIIIA/IA/IA/IMA/I |  |  |
| **KEY** |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |