**Safeguarding and Wellbeing Officer - (14-16 Alternative Provision)**

**Full Time (37.5 hours), Term time Only (40 weeks), Fixed term until 31/8/2026**

**£23,837 to £25767.81 p.a**

NESCOT's 14-16 provision directly embodies our vision of 'transforming lives through learning'. Using both Trauma Informed and Restorative Practices we aim to re-engage young people, with SEMH needs and EHCPs back into education through high-quality vocational pathways, combining core KS4 academic subjects with technical skills development. Ongoing dedication to professional development in the FE landscape's wellbeing and online safety initiatives will be expected.

**What we are looking for:**

* Experience of working with young adults (safeguarding and mental health experience is desirable)
* Understanding of the problems young adults experience and passion for youth development
* Understanding of child protection and safeguarding protocols
* Rapport-building, motivational and communication abilities

**Duties/responsibilities:**

* Working with the 14-16s on both a 1-to-1 and small group coaching basis,
* Take a holistic approach to wellbeing - exploring stress management, healthy coping mechanisms, and self-regulation strategies, exam stress techniques, managing change, goal-setting and personal growth.
* Design and facilitate stimulating workshops and support groups focused on peer connections, self-esteem, motivation and study skills.
* Equip students with tangible techniques to self-manage anxiety, improve focus, boost happiness and fulfil their potential.
* Where appropriate, you will make referrals to specialist counselling and social services to ensure at-risk students get access to vital intervention and support.

**Benefits:**

We offer a close-knit, supportive working environment.

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

*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. Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance). This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date will be 16th July 2025**

**Interviews will be held 24th July 2025**

**Job Description**

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| **Position Details:** | |
| **Title:** | Safeguarding and well-being officer |
| **Department:** | Student Wellbeing |
| **Fraction:** | 0.89 FTE |
| **Status:** | Fixed Term until 31/8/26 |
| **Grade:** | NEL Grade 5 |
| **Child/Vulnerable Adult Contact:** | Yes |
| **Reporting / Department Details:** | |
| **Responsible to:** | Head of Student Wellbeing and safeguarding |
| **Functional links with:** | Curriculum Staff, Progression Coaches, Assistant Principal Learner Experience and Learning Support, External Agencies. |
| **Job Purpose:** | |
| * Provide 1-to-1 coaching and mentoring to improve student mental health, resilience and overall wellbeing. * Signpost and refer students and families to professional counselling and mental health services when appropriate, in-line with child protection and safeguarding policies and procedures. * Embrace a holistic perspective focusing on concepts like grit, growth mindset, meaning and purpose, while being attentive to warning signs of abuse or neglect. * Proactively identify "at-risk" students in coordination with pastoral and vocational teams, and develop targeted support plans, making referrals to social services, police or healthcare services as warranted under UK safeguarding guidance. * Maintain accurate and timely records of coaching sessions and regularly review student progress, storing sensitive information securely on the college reporting system (CPOMS) in adherence to GDPR and data protection regulations. * Deliver engaging workshops and group sessions on building self-esteem, managing stress, improving motivation, and developing healthy coping strategies to foster resilience and others as need arises. * Alongside the existing College Wellbeing Team, continuously develop knowledge of best practice wellbeing, mental health and online safety initiatives in FE landscape as well as Keeping Children Safe in Education guidelines and framework. | |

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| **Main Duties and Tasks:** |
| * Manage the 14-16 cohort, providing compassionate support and interventions: * Offer frontline assistance to any student within the provision facing challenges related to mental health, safeguarding, or other wellbeing issues. * Conduct risk assessments on students facing immediate crises or distress. Make appropriate referrals to counselling, victim support services, social workers. * Work 1:1 with students to create personalized wellbeing plans - setting goals, establishing healthy routines, building resilience and life skills. * Identify signs of abuse, neglect, addiction, self-harm early. Develop safety plans to mitigate harm. * Serve as a designated member of staff within the provision for vulnerable student groups like young carers and looked after children.   Uphold college safeguarding duties by:   * Supporting all staff working with students within the provision in effectively identifying and reporting safeguarding issues per policy guidelines. * Proactively monitoring for safeguarding red flags. * Assisting the Head of Safeguarding and Wellbeing and Head of Centre (14-16s) in planning and facilitating impactful safeguarding training and CPD updates for Provision staff. * Maintaining timely, detailed, confidential case records of interventions and follow-ups in compliance with data protection law.   Build collaborative relationships with families and external organizations:   * Work with parents/guardians to improve student progress and strategize ways to support the young person. * Advocate for students’ needs in external meetings with social services, police, healthcare and other agencies. * Attend case conferences and multi-disciplinary planning meetings. Contribute wellbeing-focused recommendations.   PTO |

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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 ongoing staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * To work within the security guidelines and any relevant codes of practice * and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time-to-time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s) | |
| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the NEL. * The post holder will undertake their duties in full accordance with the NEL’s policies and procedures relating to equal opportunity and diversity and NEL’s Values. | |
| **Safeguarding and PREVENT Responsibilities:** | |
| * It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the NEL. * The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. | |
| **Additional Duties:** | |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. | |
| **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.  |  | | --- | | **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 | | |
| **Annual Leave:** | |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.30 am – 5.00pm. 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.  |  | | --- | | **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: Assistant Principal, Head of Safeguarding and Wellbeing and Head of Centre 14-16s | Date: April 2025 |
| UPDATED BY: HR | Date: |

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| **Person Specification – Student Wellbeing Coach** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Experience of working with young people (14 + with SEMH needs) and an Understanding of the problems young people experience.  Experience of dealing with external agencies  IT Literate  Good understanding of child protection/ safeguarding protocols | A / I  I  T/I  I | Experience of working within an education setting.  Experience of working with hard to engage young people | A / I  I |
| **Skills and Abilities** | Ability to assess the needs of young people  Ability to work as a team at all levels both internally and externally  Ability to engage positively with individuals who are disengaged and motivate and empower change in their behaviour  Ability to prioritise workload effectively with minimum supervision  Ability to set task focused goals with students and deliver interventions | A/I  A/ I/T  A  A/I  A/I | Experience of making referrals to children’s services  Knowledge Safeguarding Legislation and statutory guidance  Ability to maintain student records and write other short reports as required | A/I  A/I  A/I |
| **Qualifications** | Educated to Level 2 or above in Literacy and IT | A / I | Mental Health First aid  Youth work or Social Work at L2 to or above | A  A |
| **Personal Qualities** | Good organisational skills and the ability to work under pressure  Be reliable and maintain confidentiality  A demonstrable commitment to Equality & Diversity and Nescot Values  Commitment to safeguarding, PREVENT & promoting the welfare of students  The required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | A/I  A  A/I  A/I  A/I/M  A/I |  |  |

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| **KEY** | | | | |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |