

Job Description

Job Title:	Safeguarding Practitioner
Responsible to:	Head of Welfare and Safeguarding
Functional Liaison with:	Student Welfare Team, Personal Progress Tutors, lecturers
Main Purpose:	To sign post students, via assessment, to agencies providing health, mental health and emotional support. To refer child protection and PREVENT issues to the MASH or other agency. To provide advice and guidance to Students on the bursary and other forms of student finance, housing, and Welfare Rights.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Recognise and refer any safeguarding issue to the relevant service as needed. In time train as an Alternate DSL This may involve liaising with the police or social services in relation to making a referral or providing support for the interviewing of students where a referral has been made.
- Understand contextual safeguarding issues and take this information into account when making referrals.
- Monitor Children in Care, Young Adult Carers or students with mental health conditions and work with PPTs and college managers to make certain that risk are well known.
- Maintain appropriate records on the Student Welfare recording system. You could be asked to talk about your records in court so these records must be factual, accurate and made in a timely way.
- Carry out appropriate student assessments as required and liaise with other agencies as necessary.
- Provide advice and guidance on state benefits available to students and where necessary help students contact other agencies: - Social Care Services, Mental Health Services, Local Authorities etc.
- Advocate on behalf of students either with other agencies or with tutors, this may include sitting in on disciplinary procedures.
- Accurately record all elements of safeguarding on school systems at the time of seeing the student.
- Respect the confidentiality of a student and promote resilience and independence.
- Maintain high levels of training in safeguarding and mental health issues.
- Represent the college at external meetings concerning students acting in a professional manner and showing professional curiosity.
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	Degree in a related field – behavioural studies, psychology, mental health.		I,A,
Knowledge and Skills	- Excellent people skills. - Experience of supporting young people - Excellent customer care skills. - Accuracy of report writing and notes - Knowledge of one of the following: - Safeguarding experience - Welfare Rights - Housing - Student Finance - or mental health / emotional support for young people.		A,I,P
Experience	Experience of using a variety of computer software applications.		A, I,
Personal Qualities	- An organised, methodical and flexible approach to work. - The ability to relate to a wide range of people and to work as a member of a team. - The ability to work without supervision and to use one's own initiative. - An interest in Education. - Excellent listening skills - An ability to work under pressure. - Occasional evening and weekend working will be required to assist at open events. - Knowledge that written records can be seized by police and the court and may mean that the Safeguarding Practitioner is called to give evidence as necessary.		A, I,
Training	- Willingness to attend, undertake any training or development as, or when appropriate. - Commitment to continuing personal development through continual professional learning. - Safeguarding Level 2 - Working together level 3 - Training and knowledge of KCSIE, FGM, County Lines, Honour Based Violence, Mental Health First Aid, Mental Health Youth First Aid, Attachment, Drug and sexual health training, domestic violence. - Trauma Informed Training.		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Holidays: 24 days, plus public holidays, raising to 29 days on completion of 5 years' service pro rata for part time working.
2. New appointments to the College are subject to a twelve-month probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council.
4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced), and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.



Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.