



Job description: Safeguarding and Wellbeing Manager

Status	Permanent
Base	Cross College at Waterloo, North Kensington and Chelsea Centre.
Grade	APT&C Management 0-3
Salary	£41,467 - £45,192 including London Weighting per annum
Hours of work (per week)	36 hours per week
Reports to	Head of Student Services
Manager to	Mental Health and Wellbeing Adviser, Mental Health and Wellbeing Coordinator, Hourly Paid Counsellors

ROLE PURPOSE

- To work closely with the Designated Safeguarding Lead (DSL) and Deputy (DDSLs) on all operational matters related to Safeguarding.
- To support the DSL & DDSLs in ensuring that the College is up to date with responsibilities relating to Safeguarding.
- To develop the Wellbeing Service to meet needs of students and manage the staff resource within this area.
- To develop underpinning Student Wellbeing across all aspects of the Student Experience including signposting to wellbeing activities in and out of the college.

- Produce resources to be delivered to staff and students related to Safeguarding and wellbeing.
- To work collaboratively with curriculum managers in developing the Tutorial Scheme of Work for Study Programmes.
- To undertake responsibilities of a Designated Safeguarding Officer and promote awareness of safeguarding processes and responsibilities to staff and student across the centre.
- Attend College committees and centre working groups as required

MAIN ACCOUNTABILITIES

1. To motivate and support a team of staff in delivering an outstanding Wellbeing Service across the college centres.
2. To be lead contact with respect to assessing and escalating Safeguarding Concerns as part of College Safeguarding Team.
3. To develop and maintain Service Standards related to the Wellbeing service.
4. To produce and update training resources related to staff awareness of Safeguarding with DSL, DDSL as required.
5. Working closely with School Managers to embed Safeguarding and Wellbeing resources into Tutorial Scheme of Work
6. To manage the delivery of one-one support to students in relation to Wellbeing and to signpost to additional services including the college volunteer led Counselling Service.
7. Working closely with other Student Services Managers across college to ensure services are aligned and working to the same service standards.
8. To contribute to the Student Services Performance Service Review and Service Enhancement Plan.
9. Alongside Head of Student Services, shape the operational and strategic direction of the service including timely evaluation of the provision.
10. To performance manage staff in line with College's policies and procedures.
11. Managing the recording of Safeguarding on My Concern ensuring accuracy and consistency in reporting.
12. To identify external organisations who will support the Wellbeing services and alongside the Mental Health and Wellbeing Coordinator develop relationships beneficial to the service to support the student community to engage fully.
13. To chair caseload meetings related to students engaged with the Wellbeing service and students referred to wellbeing via safeguarding referrals.

GENERAL COLLEGE RESPONSIBILITIES

Safeguarding children and vulnerable adults:

The post holder will be expected to promote to staff and students the importance of safeguarding the welfare of children and vulnerable adults in line with the business of the organisation and its statutory obligations.

This job description is not exhaustive and as such the post holder is expected to operate within a flexible student services environment. Any changes of significance will only be made following a discussion with the post holder.

WORKING WITH

The post holder will develop productive working relationships across the College. In particular this role will work closely with:

- Head of Student Services & Heads of School (curriculum)
- Additional Learning Support Manager
- Learning Support Assistants
- Marketing & Communications
- Finance & Resources
- Cross College Curriculum Teams

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is a regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

Job Title:	Safeguarding and Wellbeing Manager
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Essential Criteria:

- Educated to at least Degree Level.
- Motivating a broad team.
- Full understanding of responsibilities of a College in relation the Safeguarding of Vulnerable adults and Children
- Experience of working with external agencies including Social Workers with respect to Vulnerable Adults and Children
- Excellent communication skills with students and colleagues.
- Excellent IT skills with experience of working with computerised systems, including MS Office and databases.
- Experience of delivering group sessions in an innovative and engaging form.
- The ability to work co-operatively and effectively with other staff to develop services.
- The ability to remain calm and organised under pressure.
- Proven ability to produce consistently accurate work.
- Willingness to embrace change and work flexibly.
- Self-aware, able to use initiative but understands when it is appropriate to seek advice and involve others.

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| <ul style="list-style-type: none">• Have a commitment to and be able to demonstrate knowledge of health and safety and equality and diversity as appropriate to the post.• An understanding of adult education provision. |
| Desirable Criteria |
| <ul style="list-style-type: none">• Experience of managing a team delivering support to students in Mental Health and Wellbeing |

February 2024