

### HE Safeguarding Officer

Team: Safeguarding and Wellbeing

Reports to: Director of Safeguarding and Wellbeing

Location: West Durrington Campus

#### Role Summary

- To provide support to a caseload of students with reports of sexual harassment and misconduct.

#### Key Responsibilities

- Manage the delivery of the E6 Sexual Harassment and Misconduct process and investigations.
- To provide 1 to 1 and small group support to a caseload of students with reports of sexual harassment and misconduct.
- To co-ordinate delivery of the College's obligation to provide support around sexual harassment and misconduct.
- To provide communication to students on sexual harassment and misconduct.
- Collect and monitor incident data, reporting trends and outcomes.
- To be a member of the College's wider Safeguarding Team, supporting FE students when required.
- To prepare for the arrival of new students and assist with training and support for students to meet the E6 conditions.
- To act as an advocate for students reporting or being accused of sexual harassment and misconduct.
- To develop and maintain appropriate relationships with external agencies and networks. To work in partnership with Pastoral Support Tutor and Curriculum Teams to ensure students are appropriately supported.

### Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work will be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

| Criteria                                                                                                 | Essential/<br>Desirable | How Assessed                      |
|----------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------|
| <b>Experience</b>                                                                                        |                         |                                   |
| Providing support to young people with mental health difficulties                                        | Essential               | Application form/<br>Interview    |
| Assessing the needs of individual students and implementing support                                      | Desirable               |                                   |
| Advocating for young people                                                                              | Desirable               |                                   |
| Working in an Educational environment                                                                    | Desirable               |                                   |
| Liaison with external support and internal services such as Social Services, SACRs, counselling          | Desirable               |                                   |
| <b>Knowledge</b>                                                                                         |                         |                                   |
| Microsoft Office applications, including Word and PowerPoint                                             | Essential               | Application form/<br>Interview    |
| Understanding of equal opportunities, health & safety issues and risk assessments                        | Essential               |                                   |
| Knowledge and understanding of the Equality Act 2010                                                     | Essential               |                                   |
| Safeguarding children and vulnerable adults                                                              | Essential               |                                   |
| <b>Qualifications</b>                                                                                    |                         |                                   |
| Education to GCSE standard; grade C/4 or above (or equivalent), specifically including Maths and English | Essential               | Application form/<br>Certificates |
| L3 qualification in Health & Social Care or equivalent                                                   | Essential               |                                   |
| Counselling qualification                                                                                | Desirable               |                                   |
| <b>Skills and Abilities</b>                                                                              |                         |                                   |
| Ability to communicate effectively with a diverse range of people, at all ages and levels                | Essential               | Application form/<br>Interview    |
| IT and keyboard skills, including the use of email                                                       | Essential               |                                   |
| Time management skills, organisational skills and the ability to meet targets and tight deadlines        | Essential               |                                   |
| Ability to solve problems and make decisions                                                             | Essential               |                                   |
| <b>Attributes</b>                                                                                        |                         |                                   |
| Flexible and proactive approach                                                                          | Essential               | Interview                         |
| Accuracy and attention to detail                                                                         | Essential               |                                   |

| Other Requirements                                                                                                                                                                                                            |           |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Ability to work across other sites is required                                                                                                                                                                                | Essential | Interview |
| Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK | Essential |           |

Any appointment is subject to the Corporation's terms and conditions of service.

**Working hours per week:** 14.8

**Working weeks per year:** 36

**Salary range:** Pro rata of £28,063 - £30,668 (i.e. £9,325.55 - £10,191.21)

**Salary progression:** Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

**Paid annual leave entitlement:** 7.2 weeks' paid annual leave in each holiday year January to December which includes your entitlement to Bank and Public holidays normally observed in England and Wales and College Closure days. This includes 5.6 weeks basic leave under the Working Time Regulations 1998 and 1.6 weeks additional contractual holiday.

Paid annual leave will rise with each year of service as of 31 December to the maximum of 7.8 weeks' as set out in the table below (5.6 weeks basic leave under the Working Time Regulations 1998 and 2.2 weeks additional contractual holiday).

| Years service as of 31 December | Weeks paid annual leave in each holiday year | Annual leave rate as a percentage of your contracted working weeks |
|---------------------------------|----------------------------------------------|--------------------------------------------------------------------|
| 0 years                         | 7.2                                          | 16.07%                                                             |
| 1 year                          | 7.4                                          | 16.59%                                                             |
| 2 years                         | 7.6                                          | 17.12%                                                             |
| 3 years and over                | 7.8                                          | 17.65%                                                             |

**Pension scheme:** Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.

**Term time only:** Salary payments will be paid in 12 equal instalments over the year into a bank account.

**Salary on leaving:**

In the event that your employment is terminated by either yourself or the Corporation, your final salary will be recalculated based upon the anniversary of the date that you commenced in post and the number of working and non-working weeks from that date to your leaving date. If, on the termination of your employment, the number of non-working weeks exceeds the accrued entitlement to paid holiday up to the leaving date, the Corporation will be entitled to deduct the excess from any sums due to you, including payment of salary. If, on the other hand, your non-working weeks are less than the entitlement due to you at the leaving date, the Corporation will pay you the appropriate sum in lieu thereof.