CCG Chichester College Group

HE Safeguarding Officer

Team: Safeguarding and Wellbeing

Responsible to: Director of Safeguarding and Wellbeing

Location: Northbrook College, 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

All staff at Chichester College Group are expected to:

- Work within the context of the Corporation's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with College policy and procedures, particularly with respect to Human Resources policies and procedures, equality and diversity policies and procedures and the Corporation's Health and Safety at Work policies and procedures.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Abide by the Corporation's policy on the confidentiality of data stored electronically and by other means in line with the Data Protection Act.

Evening and weekend work may be required.

Work outside the College must not interfere with the effective delivery of your duties. Additional work requires approval by the Principal.

Other supporting information can be found in the College application pack.

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.

Person Specification

Criteria	Essential/ Desirable	How Assessed
Qualifications		
Education to GCSE standard; grade 4 or above (or equivalent), specifically including Maths and English	Essential	Application form/ Certificates
L3 Youth Work or Health & Social Care	Essential	
L3 Safeguarding and Child Protection	Desirable	
Experience		
Providing support to young people who have experienced sexual harassment or assault	Essential	Application form/ Interview
Conducting investigations and report writing	Essential	
Working in an Educational environment	Desirable	
Liaison with external support and internal services such as Social Services, SACRs, counselling	Desirable	
Knowledge		
Knowledge and understanding of E6 regulations Office for Students guidance	Essential	Application form/Interview
Understanding of equal opportunities, health & safety issues and risk assessments	Essential	
Safeguarding vulnerable adults	Essential	
Skills and Abilities		
Ability to communicate effectively with a diverse range of people, at all ages and levels	Essential	Application form/ Interview
IT and keyboard skills, including Word, Excel and the use of email	Essential	
Ability to manage sensitive and confidential information	Essential	
Time management skills, organisational skills and the ability to meet targets and tight deadlines	Essential	
Strong data analysis skills, with the ability to collate, monitor and report on safeguarding concerns and outcomes	Essential	
Attributes		
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 College'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 hours per week

Working weeks per year: 36 working weeks

Salary range: Pro rata of £28,619 to £31,275 per annum (i.e. £9,510.31 - £10,392.92)

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 the holiday year 1 January 2024 to 31 December 2024 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' (5.6 weeks basic leave under the Working Time Regulations 1998 and 2.2 weeks additional contractual holiday).

For the holiday year 1 January 2025 to 31 December 2025 and all subsequent holiday years, you will be entitled annual leave at the rate as set out in the table below.

Continuous 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.