

Safeguarding and Wellbeing Officer

Team: Safeguarding and Wellbeing

Responsible to: Safeguarding and Wellbeing Manager

Location: Crawley

Job Purpose

- To provide support to a caseload of students with a range of health and wellbeing needs.
- To assist on the delivery of the Mental Health Strategy, arranging events and opportunities in response to the changing local and national wellbeing priorities.
- To be a member of the Safeguarding Team.

Key Responsibilities

- To provide 1 to 1 and small group support to a caseload of students with a range of mental health, physical health and social wellbeing needs.
- To assist in the delivery of the Group's Mental Health Strategy, arranging a series of events and opportunities for students in response to changing local and national wellbeing priorities.
- To assist in the delivery of communications to students on wellbeing and wellbeing issues.
- To be a member of the Group's Safeguarding Team including being duty officer on a rota basis and take the lead in supporting an allocation of students with safeguarding needs.
- To prepare for the arrival of new students with additional support needs, attending transition meetings with partner schools and to support college events such as Open Evenings.
- To work with the Safeguarding Manager in ensuring the handover of child protection information from feeder schools.
- To act as an advocate for students with wellbeing needs.
- To develop and maintain appropriate relationships with external agencies and networks. To work in partnership with Pastoral Tutoring team 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 may 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/ Desirable	Assessed
Experience		
Providing support to young people with mental health difficulties	Essential	Application Form/ Interview/ Assessment
Assessing the needs of individual students and implementing support	Desirable	
Advocating for young people	Desirable	
Working in the Further Education environment	Desirable	
Liaison with external support services such as Social Services, CAMHS, etc.	Desirable	
Knowledge		
Microsoft Office applications, including Word and PowerPoint	Essential	Application Form/ Interview/ Assessment
Understanding of equal opportunities & safety issues and risk assessments	Essential	
Knowledge and understanding of the Equality Act 2010	Essential	
Equality Act 2010	Essential	
Safeguarding children and vulnerable adults	Essential	
Qualifications		
Education to GCSE standard; grade C/4 or above (or equivalent), specifically including Maths and English	Essential	Application Form/ Certificates
L3 qualification in Health & Social Care or equivalent	Essential	
Counselling qualification	Desirable	
Skills and Abilities		
Ability to communicate effectively with a diverse range of people, at all ages and levels	Essential	Application Form/ Interview/ Assessment
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	
Attributes		
Flexible and proactive approach	Essential	Interview
Commitment to confidentiality	Essential	

Other Requirements		
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	Checks and Clearances

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

Working hours per week: 15.5

Working weeks per year: 36

Salary range: Pro rata of £27,785 - £30,364 per annum (i.e. £9,669.87 - £10,567.43), plus pro rata of £610.08 Crawley Weighting per annum (i.e. £212.32)

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.