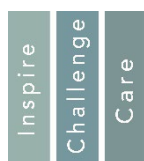


## JOB DESCRIPTION

<b>Job Title:</b>	<b>Safeguarding Officer</b>
<b>Post Reference No:</b>	<b>SS28</b>
<b>Job Purpose:</b>	Supporting students in relation to personal, welfare and social difficulties to enable them to complete their studies and achieve their maximum potential
<b>Reports to:</b>	Assistant Principal Student Service, SEND and Designated Safeguarding Lead
<b>Grade/Salary:</b>	£24,992 per annum which is Point 22 on the College published salary scale.
<b>Hours:</b>	37 hours per week worked over Monday to Friday with flexibility to meet business needs.
<b>Status:</b>	Permanent
<b>Functional Links With:</b>	Teaching staff; Academic Managers; Learning Support staff; other professional staff; external agencies



### Kingston Maurward is more than just a college site.

It is a college, a country estate, a dairy farm, a wedding venue, a conference centre, an arable farm, a tourist destination, a residential provider, the birthplace of Thomas Hardy and, most crucially, the only provider of land-based studies for 60 miles in any direction. We have a major strategic role in the development of Dorset's rural economy, which although firmly rooted in our heritage as an agricultural provider, now spans the full range of land-based studies and beyond, from entry level to degree.

Developing a reputation for being 'the place to go' is core to our mission. We are at the heart of Dorset, both emotionally and literally.

Engagement and strategic positioning is vital to ensure we continue to grow both our reputation and student numbers and any successful candidate will be expected to contribute to our profile beyond the estate within the county and demonstrate our values – if that means standing in the cold in February handing out the prizes at a ploughing match, or visiting schools to inspire Year 11, or helping fill buckets of water in the snow because Equine students couldn't get in, it's just what we do.

We need staff who will move us to the next step as part of a forward-looking organisation, rooted in the landscape of Dorset and the history of the estate. What binds us to the past is important, but it is not what defines our future; the essence of Kingston Maurward is about people, attitudes and the culture we all inherit and develop.

**Principal and CEO:** Kate Wills

**Website** - [www.wkmc.ac.uk](http://www.wkmc.ac.uk)

**Weymouth College** - Cranford Avenue, Weymouth, DT4 7LQ

**Tel** - 01305 761100

**Kingston Maurward College** - Kingston Maurward, Dorchester DT2 8PY

**Tel** - 01305 215000

**We are looking for a dynamic and empathetic person to join our busy Student Support team. The role will involve working directly with students in relation to welfare, health and social issues and making referrals as appropriate. You will need to be able to liaise effectively with teaching staff and external agencies and have a compassionate and non-judgemental approach to working with young people and adult students with a range of personal difficulties. You will need excellent interpersonal skills and a commitment to Equality and Diversity, Safeguarding and Prevent.**

For an informal discussion about the role, the qualifications needed or your suitability, please call Nicky Porter on 01305 215000, option 1 extension 3302 during normal working hours.

#### **Main Tasks and Duties:**

**Please ensure there is no repetition - look at the 'duties required of all college staff further below)**

- Monitor the safeguarding phone and MyConcern reports and respond to safeguarding concerns promptly across the college as directed by Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
- Provide individual support and appropriate referral services to students on personal, welfare, health and social issues.
- Act as first point of contact for students seeking support with personal and welfare issues.
- Feedback to DSL/ DDSL on all safeguarding concerns in order to maintain clear lines of communication.
- Liaise with teaching staff on support issues.
- Maintain up to date Level 3 Safeguarding training.
- Maintain secure and appropriate records and reports as required.
- Provide additional support to students in particular those who have a child protection or child in need plans.
- Make referrals to the college counsellors, external safeguarding agencies (e.g. Children's and Adult Services etc.), other external organisations (CAMHS, REACH etc) or Chaplain as agreed with the DDSL.
- Attend Child in Need, Child Protection and other meetings with external agencies as appropriate and as agreed with DDSL.
- Deliver safeguarding training to new staff as appropriate throughout the year.
- Work closely with other relevant individuals, such as Learning Support staff; and NOK, where appropriate, to support students.
- Co-ordinate onsite provision of support by external agencies.
- Maintain contact information for internal and external agencies.
- Deliver Student Welfare inductions to groups of new students and assist with interview, induction, and enrolment activities.
- Maintain the Student Welfare online resources, including the self-help resources.
- Assist with activities that make up the wider student experience such as Student Voice, Lunch Club etc.
- Assist in sourcing and creating resources to support group tutorials and displays.
- Contribute to the ordering and monitoring of supplies as appropriate.
- Engage in mutual support with others in the team to complete team tasks.
- Ensure safety of students by assisting in departure of college transport as required.
- Undertake any other duties that as reasonably assigned which are appropriate to the post and the work of the College.

#### **Duties Expected of All College Staff:**

- You may be required to work on either a temporary or an indefinite basis at any premises which the College currently has or may subsequently acquire or at any premises at which the College may from time to time provide

services. Currently these locations include Weymouth College, Weymouth; Kingston Maurward, Dorchester; Weymouth and Portland Adventure, Portland; 106 St Mary Street, Weymouth.

- To promote an active commitment to equality and diversity, PREVENT and British Values.
- To take active responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.
- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, students and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- To regularly review, adapt, and improve systems and procedures.
- To support the organisations commitment to quality assurance including course review and self-assessment.
- To promote an active commitment to the College’s approach to sustainability.
- To undertake an annual appraisal which clearly identifies targets for continued improvement.
- To provide or support inspiring and challenging education and training for all learners and promote participation by a wider group of learners.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, students, customers and visitors.

**This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the College operates. Other duties may be required within the general scope of the post.**

#### Person Specification

**Key**    A – Application                    I - Interview

	<b>Essential</b>	<b>How identified*</b>	<b>Desirable</b>	<b>How identified*</b>
<b><u>Qualifications</u></b>	<ul style="list-style-type: none"> <li>• Good standard of GCSE’s grades 4-9 / A*-C (or equivalent) inclusive of English and maths.</li> <li>• Level 3 Safeguarding Certificate or willingness to work towards.</li> <li>• An appropriate first aid qualification – either First Aid at Work or ‘Appointed Person’ – or the willingness to work towards.</li> </ul>	<p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> <li>• Counselling qualification</li> </ul>	<p>A</p>
<b><u>Experience and Knowledge</u></b>	<ul style="list-style-type: none"> <li>• Experience of working with young people 16+ or vulnerable adults, including SEND.</li> <li>• Understanding of sensitivities and implications involved when working with young people with difficulties.</li> <li>• Evidence of developing and maintaining effective relationships and liaison with outside agencies.</li> <li>• Knowledge and experience of relevant legislation, policy, practice,</li> </ul>	<p>A</p> <p>A</p> <p>A</p> <p>A/I</p>		

	<p>guidance and good safeguarding practice.</p> <ul style="list-style-type: none"> <li>• Proven experience of safeguarding and child protection.</li> <li>• Computer literacy with good knowledge of Office 365, Microsoft Packages and TEAMS.</li> </ul>	<p>A</p> <p>A/I</p>		
<b><u>Skills &amp; Abilities</u></b>	<ul style="list-style-type: none"> <li>• An empathetic, compassionate and non-judgemental approach to working with young people and mature students.</li> <li>• Enthusiastic and flexible with the ability to cope in stressful and unpredictable situations.</li> <li>• Ability to maintain comprehensive and accurate records.</li> <li>• Ability to meet deadlines and prioritise workload.</li> <li>• Ability to adopt a professional and ethical approach to the role.</li> </ul>	<p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A</p>		
<b><u>Personal Qualities</u></b>	<ul style="list-style-type: none"> <li>• Organised and calm under pressure.</li> <li>• Proactive and forward thinking.</li> <li>• Integrity, honesty and fairness.</li> <li>• Strong team player with track record of successful teamwork.</li> <li>• Enthusiastic with ability to motivate learners.</li> <li>• Willingness to challenge unsatisfactory performance of students.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> <li>• Good sense of humour.</li> </ul>	<p>I</p>
<b><u>Other</u></b>	<ul style="list-style-type: none"> <li>• Maintain strict confidentiality</li> </ul>	<p>A</p>		

#### **Competencies Required of All College Staff:**

- Excellent interpersonal and communication skills when dealing with colleagues, students, visitors, parents and external bodies at all levels.
- A positive, 'can-do' attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider College as required.
- Ability to contribute to achieving cultural change.

- Active commitment to safeguarding and promoting the welfare of children and vulnerable adults in college
- Active commitment to equal opportunities

#### **Terms and Conditions:**

- This is a permanent appointment.
- The Contract of Employment will be based on the provisions of the Weymouth and Kingston Maurward Support Staff Contract.
- The salary for this post will be £24,992 per annum which is Point 22 on the College published salary scale.
- Working Hours will be 37 per week during Monday to Friday with flexibility to meet business needs.
- The annual leave entitlement will be 25 days per annum plus bank holidays for the period 1 September to 31 August rising by 1 day per year of service up to a maximum of 30 days.
- The appointment is subject to the satisfactory completion of a 6-month Probationary Period with reviews after 2, 4 and 6 months.
- Membership of the Local Government Pension Scheme is available.
- The appointment is subject to the College receiving satisfactory references which will include questions around whether concerns have been raised regarding safeguarding or working with students.
- The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.
- If you do not achieve the required teaching qualification (if outlined in the criteria of the Person Specification) within the allotted time then the post will not be continued.

**Criminal Records – Disclosure and Barring Service check and Safeguarding Status:** At Weymouth and Kingston Maurward College we place the safety and welfare of our students at the centre of all our activities. The safeguarding of students underpins the College values and is fully embraced by all College staff.

Kingston Maurward College considers itself a ‘specified place’ for the purposes of safeguarding legislation and therefore all posts at the College are Regulated Activity. Someone will not be employed by the College if they are barred from working with children or vulnerable adults.

The offer of an appointment with the College will be subject to a satisfactory Enhanced Disclosure under the Protection of Children Act 1999 and the Police Act 1997.

This means that when applying for a post, candidates will need to detail all convictions they may have – both ‘spent’ and ‘unspent’. The successful candidate will be advised of the Disclosure process in the letter offering them the appointment. Kingston Maurward College adheres to the Disclosure and Barring Service Code of Practice in applying for Disclosures. Should you require a copy of the Code or our Policy Statements on the Recruitment of Ex-Offenders or the Secure Storage Handling, Use, Retention and Disposal of Disclosures and Disclosure Information please contact the College Human Resources Manager.

The College recommends that new staff join the DBS Update Service. This means that the DBS is ‘portable’ and can be accessed by employers (with your permission). It means that staff may only ever need to apply for one DBS check.

Upon appointment, subject to joining the Update Service, signing up to this job description confirms your agreement to the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.

**This position does not meet the eligibility requirements for sponsorship under the Skilled Worker Route within the UK Visa and Immigration service’s Points Based System. Therefore, KMC will not be able to sponsor individuals who require permission to work to carry out this position.**

## **Applications**

**Applicants for this position must complete a college employment application form.**

CVs may be submitted and will be considered in support of a fully completed application form.

**We are not accepting CVs at this stage from Recruitment Agencies:** any submissions without prior authorisation from the HR Team will be treated as our own and as such no fee will be payable.

Please return the completed Application Form by email to [recruitment@kmc.ac.uk](mailto:recruitment@kmc.ac.uk) or by post to:

HR Administrator  
Kingston Maurward College  
Dorchester  
Dorset  
DT2 8PY

**Closing Date for Applications: Friday 31 January 2025 at 9:00am**

**Proposed Interview Date: To be confirmed**

Kingston Maurward College reserves the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

**Please add [recruitment@kmc.ac.uk](mailto:recruitment@kmc.ac.uk) to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.**

For further details on application forms or the recruitment process, please go to our website [www.kmc.ac.uk](http://www.kmc.ac.uk). Alternatively, please contact the HR department by emailing [recruitment@kmc.ac.uk](mailto:recruitment@kmc.ac.uk).

**You will be asked to provide evidence of all the qualifications listed on your application form at interview.**

Kingston Maurward College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The College welcomes applications from people with a disability and will offer interviews to all those who are able to reasonably fulfil the criteria outlined in this Job Description. If applicants with a disability shortlisted for interview require any assistance in attending please contact the College's Human Resources Manager in order that alternative arrangements are made.

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the College's Website under "Work for Us" or you can request a copy by emailing [recruitment@kmc.ac.uk](mailto:recruitment@kmc.ac.uk).

**Following receipt of completed application forms, if you have not heard from the College within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).**

**Statement by appointed person:**

(Section to be completed following offer of post to successful candidate)

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of **Safeguarding Officer** at Weymouth and Kingston Maurward College.

**The College recommends that new staff join the DBS Update Service. This means that the DBS is 'portable' and can be accessed by employers (with your permission). It means that staff may only ever need to apply for one DBS check.**

**Upon appointment, subject to joining the Update Service, signing up to this job description confirms your agreement to the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.**

**Signed:** .....

**Print Name (Block capitals):** .....

**Date:** .....