

JOB DESCRIPTION

TITLE: Senior Safeguarding Manager

GRADE: Management Spine

RESPONSIBLE TO: Deputy Principal

RESPONSIBLE FOR: Safeguarding students and vulnerable adults on the campus.
Providing advice and support to staff and managers on issues affecting the safeguarding of students and vulnerable adults

PURPOSE OF JOB:

- To lead on and support the DSL on leading on Safeguarding and Prevent for the campus
- To attend external meetings and represent the college as necessary
- To ensure all internal systems are robust and up to date
- To ensure the campus safeguarding team are supported and trained
- To lead on serious cases or support staff to lead them with training, support and advice
- To deputise for the DSL as necessary
- To maintain and update professional skills and knowledge of safeguarding
- To provide or facilitate support and advice to college staff on all aspects relating to safeguarding

MAIN TASKS AND RESPONSIBILITIES:

1. Managing Strategy:

- 1.1 To contribute to the Safeguarding Policy
- 1.2 To contribute to the safeguarding and prevent training and action plans
- 1.3 To contribute to the Trips and external visits and external speakers' policy
- 1.4 To contribute to the development of the College's Self-Assessment report and Quality Improvement arrangements for their area

2. Managing Operations:

- 2.1 To take responsibility for the management of the area creating an ethos which is inclusive, supportive and high performing

- 2.2 To represent the College externally on a range of committees, groups and partnership boards concerned safeguarding.
- 2.3 To be responsible for quality assurances processes within their specific areas of responsibility.
- 2.4 Support the Duty Manager scheme across New City College including monitoring, training and support for managers as well as being part of the Duty Managers team.
- 2.5 Produce evaluative termly progress reports to senior managers and Governors.
- 2.6 Work with tutors to ensure all mandatory themes are promoted through tutorials particularly Safeguarding, Prevent, Online Safety, Sexual harassment and Violence, British Values and Equality & Diversity.
- 2.7 Devise strategies to promote peer to peer mentoring amongst the student body.

3. Managing Finances:

- 3.1 To plan and justify the annual budgets for their areas.
- 3.2 To be responsible for the effective monitoring and control of cost centre expenditure, including staffing budgets, within College guidelines.

4. Managing People:

- 4.1 To be responsible for the line management, support, supervision and professional development review of designated staff, setting and monitoring performance and financial targets as appropriate.
- 4.2 To lead on the recruitment and selection of staff across the campus for their area and the designation of their responsibilities and duties.
- 4.3 To ensure that all new staff in their area are given appropriate induction in accordance with College policy.
- 4.4 To identify staff training and development needs and ensure that these meet strategic and operational priorities.
- 4.5 To support and develop effective cross campus working ensuring the sharing of good practice and consistent approaches to curriculum delivery.

5. Managing Information:

- 5.1 To maintain up to date knowledge of national, regional and local developments in Further and Higher Education.
- 5.2 To be responsible for the accuracy, timeliness, interpretation and use of statistical data as required by your manager, SMT and governors.

6. In common with all other staff:

- 6.1 To support the College's mission, vision, values and strategic objectives.
- 6.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristic groups in the College's services.
- 6.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 6.4 To implement the College's safeguarding policies and practices.
- 6.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 6.6 To ensure that data is handled in line with the General Data Protection Regulations.
- 6.7 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 6.8 To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

7. Person Specification:

Level 4 qualification in Safeguarding or equivalent

Robust knowledge and a practical understanding of Safeguarding is essential.

Appropriate safeguarding and mental health first aid training to support young people.

Ability to effectively communicate and form positive working relationships with young people.

Ability to work as a member of a team and to establish effective working relationships both internal and external.

Proven track record of working positively with young people to support their development and progression.

Experience of dealing with complex safeguarding cases and liaising with relevant external bodies.

Skills:

Proficient IT skills to use MS Office software and IT databases and student record software packages.

Excellent presentation and communication skills.

Organised with the ability to prioritise effectively to meet deadlines.

Ability to build and maintain effective working relationships and work as a member of a team.

Ability to support others and use own initiative.

Knowledge:

Working knowledge of the Safeguarding elements of the OFSTED Education Inspection Framework,

Working knowledge of the issues that can stop young people attending, achieving and progressing from College and how to support students impacted by these. Understanding the importance of student care and success.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.

This is a campus-based role.