

<b>Post Title</b>	<b>Safeguarding and Wellbeing Officer</b>
<b>Location</b>	Craven College, Based at Skipton
<b>Rate of pay</b>	Craven College Harmonised Scale points 9-11 £26,989.58 to £27,942.48 per annum, pro rata to £23,356.37 - £24,180.99 per annum (40 working weeks, paid for 45)
<b>Hours</b>	37 hours per week Term time only (40 working weeks, paid for 45 weeks)
<b>Responsible to</b>	Student Services Manager
<b>Special Conditions</b>	<p>A full enhanced disclosure check via the Disclosure &amp; Barring Service will be required for this post.</p> <p>Term-time only roles are typically student-facing, so it is not possible for you to take holidays during term-time. Holidays are deemed to be taken outside college term times. Term Time Only staff receive an additional entitlement of one week's equivalent of 'efficiency hours' to use for minor absences, for example where medical / dental appointments are necessary during term.</p> <p>Payment for the holidays and leave that you are entitled to is incorporated in your annual salary, which is paid in equal instalments over 12 months.</p>
<b>Closing Date</b>	Sunday 6 July 2025
<b>Post No.</b>	B246

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for futures roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources [HR@craven-college.ac.uk](mailto:HR@craven-college.ac.uk)

### MAIN JOB PURPOSE

To provide social and emotional support to students to help them to overcome barriers to their learning. To complete and review mentoring and safeguarding referrals, determine need, ensure appropriate and timely interventions are in place to meet the need of vulnerable and at-risk students.

To work with curriculum and other external support services in setting up a team meeting around the student needs so that support services can be implemented and barriers to learning reduced.

Manage own caseload with relevant direction from the Student Services Manager and Designated Safeguarding Lead. Signpost students and families to relevant external services where appropriate.

To provide a safe and welcoming environment to students where they can access pastoral support and guidance.

Carry out 1:1 intervention with students to proactively support and address issues of low attendance to our most vulnerable students, develop individual behaviour strategies and plans working with parents, carers, and colleagues to achieve a positive outcome for students.

### KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To enable and support students to overcome barriers to progress and succeed, ensuring students have appropriate information, advice and guidance and a range of pastoral and enrichment opportunities to facilitate personal development, progression and employability.
- To complete and review mentoring and safeguarding referrals, assess need and ensure appropriate and timely interventions are in place to meet the needs of vulnerable and at-risk students including managing own case load. Signpost to relevant internal and external specialist services as necessary.
- Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College's own Safeguarding Policy and practices and that issues/disclosures that are a reason for concern are correctly and expediently referred.
- To carry out 1:1 intervention with students to proactively address issues of low attendance, individual behaviour strategies, barriers to learning and develop personal action planning working with parents, carers and colleagues to achieve a positive outcome for students.

- To set high standards for student behaviour and engagement within the college and to ensure the appropriate application of the student Positive Behaviour policy and process as required and to act as a role model for students.
- To accurately complete and maintain clear, concise and confidential up to date records, regarding all safeguarding & Welfare information either directly on CPOMS or Promonitor as required.
- A named point of contact for internal staff and external agencies to establish and maintain effective partnerships and facilitate timely interventions and plans of support. Advocate for students and support colleagues and external partners to develop successful outcomes for students. This may include attendance at Child protection, Child in need meetings and any other statutory support meetings needed.
- Assist students to apply via pay-my-student for Discretionary bursary support for those students who qualify and identify and address other financial assistance and/ or emergency support needs. This may include Travel including passes, equipment, uniform, childcare.
- To support the smooth transition of students from school and to assist progression within college, liaising with the SEND team and working in particular with SEMH learners, ensuring all relevant staff have access to personal education plans.
- Support Looked after children (LAC) and Young Care Leavers (YCA) for your area of responsibility. Through a multi-agency approach, ensure that students access the support required and attend Personal Education Plan (PEP) meetings to discuss progress, academic attainment and next steps, responding promptly to specific needs.
- To support the Enrichment Officer in the delivery of a range of student enrichment activities in order to prepare students for progression, citizenship and employment and to support their wellbeing and develop their skills.
- To increase student involvement in the election of student representatives to support a robust cyclical student voice programme that will seek student views on college matters and ensure that student voice is heard.
- To assist in the enrolment of students and the delivery of student inductions as required.
- To ensure that interaction with learners is inclusive, fosters good relations between different groups of people, pays attention to specific, and being mindful of cultural or gender differences.
- To support student recruitment through attendance at careers events, open evenings/days, exhibitions and shows; to take part in promotional and marketing events.
- To collaborate with the Student Services team to share best practice and strive for excellence in all aspects of the service.
- To be energetic, innovative, flexible and fully committed to helping support students' learning, their progression and success.

- You will be expected to be fully conversant with and implement the College's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff.
  - To develop and implement a range of strategies and interventions to address any areas of development around pastoral support;
  - To collaborate with the curriculum team, providing and receiving information and feedback regarding student progress, jointly sharing any concerns to identify learners who are at risk;
  - To implement positive behaviour strategies to maintain high standards of positive attitudes and behaviours;
  - Any other duties commensurate with grade and status as may reasonably be requested.
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### PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

#### ESSENTIAL REQUIREMENTS

##### QUALIFICATIONS

- Relevant Level 3 qualification (Learning support, Counselling)
- Minimum of Level 2 qualification in English and Maths

##### EXPERIENCE

- Experience of working with young people
- Experience of working in a student-centred environment
- An understanding of the issues facing young people and the barriers to education
- Good understanding of safeguarding in an education setting

##### KNOWLEDGE AND SKILLS

- Excellent team working skills and the ability to manage own workload
- A proactive, energetic student focused and results oriented approach
- Proven administrative and organisational skills
- Ability to assimilate and present full and accurate information, both written and verbal, in a clear and concise manner
- Well organised, capable of working under pressure, meeting deadlines and targets, managing caseloads
- Strong team player, committed to an ethos of continuous improvement
- The ability to develop and maintain own professional knowledge, skills and experience, including formal training

##### PERSONAL ATTRIBUTES

- Flexible approach to working which includes support for Open Events and Enrolment
- A strong commitment to equality and diversity and the ability to recognise the needs of different service users

#### DESIRABLE REQUIREMENTS

- Full clean driving licence and willingness to drive the College minibus following relevant training