# 

# JOB DESCRIPTION

|  |
| --- |
| **JOB TITLE: Safeguarding Manager**  **SECTION: Safeguarding**  **GRADE: Scale PO1**  **DIRECTLY RESPONSIBLE TO: Executive Director of Human Resources**  **DIRECTLY RESPONSIBLE FOR: The co-ordination and management of learner safeguarding and the safeguarding team** |

|  |  |
| --- | --- |
| **Purpose of Job:**  The key purpose of the role is to proactively support the College in its culture of safeguarding, by ensuring that the College has appropriate safeguarding policies, procedures and systems in place. The post holder, working in collaboration with the Director of Human Resources, has a key focus to safeguard the learners and staff of Bolton College and in doing so will ensure that the College has robust recording systems in place and ensure that learners are appropriately supported. This post will also have oversight and support Care Leavers with their learning journey through College by acting at the Designated Person for Care Experienced students. | |
| Main Responsibilities and Duties:   1. To line manage the safeguarding team through regular 1:1s, appraisals and regular casework support discussions and guidance. 2. To act as a Deputy Designated Safeguarding Lead and carry a caseload of safeguarding cases 3. To act as the College Lead for Channel cases (Prevent) 4. To act as the College’s Designated Person for Care Experienced students. 5. To receive safeguarding referrals and coordinate procedures that address and prioritise the needs of those affected, by liaising with statutory agencies. 6. To make referrals to partner agencies and where appropriate act as the lead in such referrals. 7. To coordinate the attendance of appropriate College staff at external case conferences and reviews. 8. To provide expert advice and guidance to College staff regarding case direction and safeguarding policies, procedures and practice. 9. To maintain appropriate safeguarding records in line with current legislative requirements and College policy. 10. To maintain accurate, confidential, secure and up to date documentation and reports on all cases of safeguarding in line with GDPR. 11. To maintain and extend effective links with relevant agencies and co-operate as required with enquiries regarding safeguarding matters. 12. To work with the Transition & Support Team and external agencies to assess the risk of new applicants to the College who have safeguarding needs and to determine whether the College can meet their needs. 13. To work with the Security Team in College to help keep the environment safe for staff, students and visitors. 14. To work with the Executive Director of Human Resources in maintaining a college strategy for safeguarding in line with current legislation and recognised best practice. 15. Work with the Executive Director of Human Resources to ensure the College meets is its statutory requirements in respect of safeguarding. 16. To work with the Executive Director of Human Resources in ensuring that College safeguarding policy and procedure and that of the College’s Early Years and Pre-School Centre are fit for purpose, well communicated and embedded. 17. To work with the Executive Director of Human Resources to provide information / written reports to relevant management groups within the College and to the College Board. 18. To deliver safeguarding training, update and implement policies and procedures and share learning, as appropriate, with staff, learners and the College Board. 19. To support and contribute as required the induction programme and training for new/existing staff regarding safeguarding. 20. To organise and chair Cross College Meetings to ensure high risk learners are appropriately supported. 21. To maintain an overview of the transition and progress of Bolton College Care Experienced students and ensure PEP’s and LAC Reviews are being completed and relevant meetings attended for this group of learners by College staff. 22. To represent the College at various external multi agency safeguarding meetings. 23. Undertake such other duties as may be required commensurate with the grade and nature of the post. 24. To actively promote and embed equality and diversity within the College. 25. To actively contribute to the effective use ILT to support a “paper light” working ethic through day-to-day working activity. 26. To actively contribute to the College’s safeguarding children and safeguarding vulnerable adult agenda. 27. The post holder will be expected to comply with the rules and regulations which the Board may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees. 28. To be fully aware of and comply with the College’s policy on confidentiality 29. In carrying out their duties, the post holder must  * Comply with Health and Safety regulations and policies * Be aware of the College statement on Health and Safety * Be fully aware, and comply with, College policies including equal opportunities and risk management. |

|  |
| --- |
| **Working Hours**  You will be expected to work 37 hours per week. Your pattern of work will need to be flexible and will therefore vary from time to time. Regular evening and occasional weekend work will be required throughout the year. In normal circumstances where you work beyond your contracted number of hours, time off in lieu will be given by agreement with your manager.    **Training**  The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post-holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.  All staff will be required to participate in an annual staff development review. |

|  |
| --- |
| **P PHYSICAL CONDITIONS**  T The post is located at the Deane Road Campus however, travel to other venues will be required throughout the year.  **Probationary Period**  If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving written notice of one month. The Corporation’s Disciplinary Procedure will not apply during the probationary period.  **Appraisal**  The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.  In the interests of Health & Safety, smoking is not permitted in Bolton College. |

|  |
| --- |
| **JOB DESCRIPTION UPDATED PREPARED BY:** Executive Director of Human Resources  **DATE:** May 2022 |