



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	Student Welfare & Safeguarding Advisor – Maternity Cover
<b>PAY/GRADE</b>	Point 20, £23,146 per annum
<b>HOURS</b>	37 per week, all year
<b>REPORTS TO</b>	Student Welfare Team Leader
<b>LOCATION</b>	Tutorial & Welfare Department, Stamford College
<b>JOB PURPOSE</b>	
To work within the Student Services department, Safeguarding, Welfare and Engagement team, to Safeguard Students and provide mental health and well-being support to meet demand. You will work closely with internal departments, curriculum and external organisations to ensure that vulnerable students are afforded the same opportunities as other students.	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
Your main duties and responsibilities will include, but will not be limited to the following areas:	
<ul style="list-style-type: none"> <li>• Take responsibility for students in the capacity of Student Welfare &amp; Safeguarding Advisor and liaise as appropriate with the Student Services Team leader, Head of Student Services, Welfare &amp; Guidance team members, Student Advisors, Safeguarding Team members, Lead Learning Support and curriculum teams</li> <li>• Provide timely and impartial advice and guidance to students ensuring access to the appropriate support areas.</li> <li>• Mentor and support vulnerable and at-risk students</li> <li>• Actively liaise with parents and other relevant parties, where appropriate, to ensure learner’s needs are met as agreed appropriately by the Head of Student Services</li> <li>• Set up individual action plans for supporting learners in their daily College life in relation to welfare and safeguarding</li> <li>• Ensure that pro-monitor is updated with any appropriate information that can be shared with curriculum teams</li> <li>• Actively promote mental health and well-being issues in the College by way of awareness raising events, promotions and targeted health and well-being initiatives</li> <li>• Maintain effective links with local external agencies to ensure learners can access appropriate advice and support from external agencies as required.</li> <li>• Work with other support teams within the College to help promote a holistic system of support for learners</li> <li>• Signpost students to the Student Advisors where student issues are linked to academic support/success and to the \lead Learning Supports where the student issues are linked to academic support and exam needs</li> <li>• Communicate effectively with other teams across the College to ensure that each student is provided with the appropriate support to improve their attendance, performance and achieve success</li> <li>• Be involved in the induction process for students, ensuring all students have a clear understanding about the Safeguarding and Welfare Services available for student at the college</li> <li>• Lead on the criminal conviction process for student applicants, by carrying out all risk assessments and liaising with appropriate persons to ensure support arrangement for students with criminal convictions are in place throughout the year</li> </ul>	



- Carry out transition meetings, Looked After Child/Children (LAC) reviews and Personal Education Plan (PEP) meetings for children in care and care leavers, and ensure support measures are in place throughout the academic year
- Ensure appropriate documentation is received from social workers so appropriate financial support can be administered to our LACs and care leavers
- Undertake and contribute to appropriate staff development and attend curriculum and support area meetings as required

#### **OTHER**

- Engender a strong team ethos, which promotes a positive, can-do attitude across the department.
- Maintain excellent standards of customer care and provide a flexible and responsive service to all users.
- Contribute to the development of IEG Group's Strategic Aims, Objectives and Values.
- A commitment to the provision of a high quality, student-centred service.
- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.
- Participate in and make an appropriate contribution to the College's planning and review processes.
- Assist with College enrolment/open evenings as required (which will entail occasional attendance outside normal College hours for which time off in lieu will be agreed).
- Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process.
- To carry out such duties as may be determined from time to time within the general scope of the post.

#### **TERMS AND CONDITIONS**

<b>Contract</b>	Up to 1-year fixed term maternity cover
<b>Pension</b>	Local Government Pension Scheme
<b>Probation</b>	New appointees to the College are subject to a 6 months' probationary period
<b>Disclosure</b>	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
<b>Working Arrangements</b>	Normal working hours of 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday

#### **Application process**

Applicants should submit an application form detailing how they meet the essential criteria on the Person Specification to [hr@ieg.ac.uk](mailto:hr@ieg.ac.uk)

<b>Closing Date</b>	
<b>Interview Date</b>	

<b>PERSON SPECIFICATION</b>						
<b>Job role: Student Welfare &amp; Safeguarding Advisor</b>						
Criteria	Essential or Desirable		Assessment Method			
	A	I	T	R		
<b>QUALIFICATIONS</b>						
Educated to Level 3 or above in relevant subject	E		✓			
Youth worker qualification		D	✓			
Level 2 Safeguarding qualification/training (or willing to work towards within an agreed timeframe)	E		✓			
Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications)	E		✓			
<b>EXPERIENCE</b>						
Identifying young people's needs and developing appropriate responses	E		✓			
Advocating for young people	E		✓			
Professional practice in an educational environment	E		✓			
Further Education environment		D	✓			
<b>KNOWLEDGE</b>						
Knowledge and understanding of Equality and Diversity and its importance within the College	E		✓	✓		
Understanding of inter-agency and partnership work		D	✓	✓		
Understanding of social education principles and awareness of current policies and initiatives		D	✓	✓		
<b>KEY SKILLS</b>						
Ability to relate to young people and adults positively both as individuals and in groups, encouraging participation, involvement, empowerment and achievement	E		✓	✓	✓	
Ability to lead and manage projects to meet deadlines	E		✓	✓		
Ability to plan workload in order to meet identified needs	E		✓	✓		
Ability to analyse and reflect on own professional practice	E			✓		
Excellent communication skills, written and oral, informal and formal including excellent listening and support skills	E		✓	✓	✓	
Ability to be self-motivated with good planning and time management skills	E			✓		
Ability to appropriately manage young people's behaviours	E			✓		
Excellent IT and administrative skills	E		✓	✓	✓	
Good at problem solving	E			✓		
Ability to form and maintain appropriate relationships and personal boundaries with young people and vulnerable adults	E			✓		
Emotional resilience when working with challenging behaviours	E			✓		
Motivation to work with young people and vulnerable adults	E			✓		
Ability to work on own initiative and part of a team	E			✓		
<b>OTHER</b>						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		

Commitment to the IEC's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		
Professional appearance and behavior at all times	E			✓		✓
Good previous attendance record	E			✓		✓
Ability to travel on College and Group business	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References