

WILTSHIRE COLLEGE & UNIVERSITY CENTRE

JOB DESCRIPTION

Job Title	Safeguarding Officer
Salary	Professional Services Grade 5
Reports to	Campus Safeguarding Lead

Job Purpose

To support the Safeguarding Team in ensuring the continued effectiveness of the college's safeguarding provision. This includes managing low-level safeguarding concerns, delivering key administrative tasks, and responding proactively to mental health and wellbeing needs.

Main Duties and Responsibilities

1. Manage a caseload of low-level safeguarding concerns under the guidance of the Campus Safeguarding Lead, ensuring that each case is handled with care, professionalism, and in accordance with college policies and safeguarding procedures.
2. Maintain accurate, timely and confidential records using the colleges safeguarding database, MyConcern, ensuring that all safeguarding actions and communications are clearly documented and securely stored to support effective case management and compliance.
3. Escalate complex or high-risk cases appropriately recognising when concerns require the attention of Campus Safeguarding Lead or external agencies and ensuring swift and effective handover of information.
4. Liaise with internal and external stakeholders to support student wellbeing including tutors, Wellbeing Advisers, parents/carers, and external safeguarding partners, to ensure a coordinated and supportive response to student needs.
5. Undertake and apply Mental Health First Aid training to support students in crisis using your knowledge and skills to provide initial assistance, de-escalate situations, and guide students towards appropriate ongoing support.
6. Provide a first response to mental health concerns and refer to appropriate services. ensuring students receive timely support by working closely with Wellbeing Advisers, the College Counsellor, and external mental health services.
7. Support the college's efforts to take a planned and proactive approach to rising mental health challenges identifying patterns in student concerns and contributing to the development of preventative initiatives and early intervention strategies.
8. Contribute to reducing the pressure on Wellbeing Advisers and the College Counsellor by providing day-to-day support with lower-level mental health concerns, helping manage caseloads, and improving overall service accessibility for students.

9. Maintain MyConcern database, including managing profile flags, and student profiles to ensure the system remains accurate, up-to-date, and fit for purpose in supporting safeguarding work.
10. Coordinate safeguarding meeting logistics, including agendas and minutes (e.g. Safeguarding Action Group, Residential Action Group) ensuring effective communication and accountability.
11. Support processing of applications involving criminal convictions or safeguarding concerns, in collaboration with external agencies (e.g. Youth Justice Service) working closely with internal colleagues and external partners such as the Youth Justice Service to assess risk and ensure safe admissions.
12. Maintain safeguarding files in line with legislative and college requirements (digital and physical) ensuring both digital and physical records are complete, organised, and accessible only to authorised staff, while adhering to GDPR and safeguarding protocols.
13. Assist with the preparation of safeguarding reports for the Senior Leadership Team (SLT) and College Leadership Team (CLT) compiling relevant data, case updates, and trend analysis to inform strategic decision-making.
14. Provide administrative support to the Safeguarding Board, including organising meetings, preparing papers, and tracking actions including scheduling meetings, preparing documentation, capturing accurate minutes, and monitoring the completion of agreed actions to support the board's effectiveness.

General

1. To undertake any further training as identified in the college review procedures.
2. To participate fully in college Quality Procedures.
3. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
4. To comply with and promote college Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others.
5. To understand, comply with and promote the college's Safeguarding policy and procedures.
6. To understand, comply with and promote the college's Diversity policies and procedures.
7. To engage in continuous professional development.
8. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually through the college PDR scheme.

PERSON SPECIFICATION (E = Essential D = Desirable)

Method of Assessment	Essential or Desirable	Application Form	Interview
The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.			
Qualifications			
Hold a level 3 qualification in a relevant subject or equivalent knowledge and experience	E	X	X
To hold a Literacy & Numeracy qualification at Level 2 (GCSE A – C)	D	X	X
Commitment to and evidence of CPD	E	X	X
Knowledge / Previous Experience / Skills / Ability			
Experience of record keeping, data inputting and providing timely reports.	E	X	X
Accessing and navigating confidently around ICT systems and databases.	E	X	X
Experience of taking clear, concise and accurate notes/minutes	E	X	X
Experience of managing databases	E	X	X
Work calmly under pressure and highly organised.	E	X	X
Anticipate changes to service required to constantly improve the student experience.	E	X	X
Experience of providing and supporting extra-curriculum student activity including enrichment, employability and enterprise.	D	X	X
Experience of working professionally with a range of partner organisations or organising events.	D	X	X
A good understanding and knowledge of safeguarding, equality and diversity, benefit entitlements and general student health, pastoral support and welfare issues.	E	X	X
Work effectively on own initiative and as a member of a team.	E	X	X
Meet key service targets and objectives.	E	X	X
Have a proven understanding and commitment to the development and provision of excellent customer service in enhancing the student experience.	E	X	X
Monitoring statistical reporting highlighting areas of achievement and concern.	E	X	X
Work successfully with colleagues at all levels of an organisation to achieve results.	E	X	X
Personal Attributes			
Confident, approachable and friendly disposition with strong communication and interpersonal skills.	E	X	X
Creates a positive image of the college through the delivery of a high-quality customer focussed service.	E	X	X
Seeks support when unclear or when assistance required.	E	X	X
Is able to work flexibly, understanding and responding to change and business need.	E	X	X
Further Requirements			
Willingness to undertake First Aid Training if required	D	X	X

An understanding of and commitment to Equality and Diversity as it applies to a supportive service in the workplace	E	X	X
An understanding of safeguarding and a commitment to creating a safe learning environment	E	X	X
Possession of a valid full driving licence	D	X	X
Willingness to travel across College campuses	E	X	X

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children.

Notes:

This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the college following consultation with the post holder. The job description, duties and key performance outcomes must be reviewed annually with the line manager and amendments approved by a member of the Senior Leadership Team.