

Job Description & Person Specification

Job Title:	Safeguarding & Learner Experience Manager
Service / Provision:	Horizons College
Job Family:	Senior Leadership Team
Line Manager:	Vice Principal
Salary Band:	Grade D 1 – 5
Annex	Please ensure you refer to Annex 1 with this Job Description

This role is key to developing an effective Safeguarding culture across the college. Taking the lead responsibility for all Safeguarding and child protection matters arising at the college and supporting all other employees in dealing with any Safeguarding & child protection concerns that arise.

Key accountabilities, duties and responsibilities

- To ensure that Safeguarding policies and procedures across the college are up to date and compliant with statutory guidelines and reflective of best practice
- To monitor quality assurance processes for Safeguarding across the organisation.
- To contribute to making sure the college promote Safeguarding through curriculum planning.
- To develop a robust culture of Safeguarding and vigilance across the college.
- Support SLT with referrals and associated processes
- Report to SLT, Trust Safeguarding Lead and Local Governing Body as appropriate.
- Monitor Safeguarding supervision across the college.
- Support onboarding of new employees and those with increased responsibilities around Safeguarding.
- Understand and support the college with regards to the requirements of the Prevent Duty and be able to provide advice and support to employees on protecting children and young people from the risk of radicalisation.
- Understand the importance of information sharing, both within Rise and with other agencies, organisations and practitioners are updated and reviewed regularly.
- Working with SLT to complete the Local Authority Safeguarding audit, as required.

Teaching and Learning

- Play a leading role on the Quality Improvement Planning process, through agreed key priorities.
- Lead by example when implementing change and improvements in standards and practice.
- To role model outstanding teaching, learning and assessment whilst teaching at the college.

Learner Experience and Pastoral Lead

- By working closely and support key contacts (e.g. SLT, pastoral employees & tutors) to ensure that each learner has a great college experience at every stage and is well supported
- Working alongside managers and curriculum teams, you would design, develop and implement the cross-college enrichment programme for all learners, and will play a key role in promoting the enrichment provision across the college.
- Gather feedback from learners and will monitor, record and measure the impact of the enrichment activities. You will be a pro-active, enthusiastic team player, and will enjoy liaising with learners and employees across the college.
- Communicate confidently with learners and employees and have the ability to enthuse and motivate others and encourage participation in events and activities.

- Work closely with key contacts to support transitions and transfers at relevant key stages.
- Focusing closely on engagement to promote and encourage learner interests whilst providing opportunities
- Work closely with the transitions team to develop personalised learning programmes when appropriate.
- Work closely with other pastoral leaders to support whole college events, such as the Learner Wards, Awards Evening, transition events, parent information evenings and tutor programme.
- Contribute to the review, development and management of activities relating to the organisation and pastoral functions of the college.
- Identifying and developing resources ensuring these are shared as appropriate.

Attendance and Punctuality

- Support the day to day oversight of the attendance and punctuality, ensuring that all college procedures relating to attendance and punctuality are followed.
- Communicate attendance and punctuality concerns to parents and carers, working with them to ensure improvement
- Celebrating positive achievement with learners; in accordance with college policies.
- Lead on Learner/Student Union, Safeguarding reps and other learner led college initiatives.

Record-keeping

- Ensuring clear and accurate information is recorded for all support, intervention, monitoring and tracking on learner records and that this is kept up to date on all relevant software systems.
- Ensure up to date and accurate paperwork is prepared in a professional format to present at relevant meetings

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> • Qualified at level 5 or degree level • Trained as Designated Safeguarding Lead (DSL) • Willingness to undertake training 	<ul style="list-style-type: none"> • Teacher qualification • Relevant SEND qualifications
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working with young people with SEND in educational setting • Recent experience of being a designated Safeguarding lead (DSL) or a deputy DSL • Experience of building a robust Safeguarding culture 	<ul style="list-style-type: none"> • Experience of working with external partners. E.g. Local Authority and Safeguarding boards.
Skills & Abilities	<ul style="list-style-type: none"> • Ability to establish good working relationships with learners, employees and parents • Emotional resilience • Able to demonstrate Sound judgement and understanding of child protection and Safeguarding in relation to children and adults in educational establishments 	<ul style="list-style-type: none"> • Able to communicate confidently and effectively in both written and spoken English • Experience of report writing to internal and external stakeholders • Familiarity with the Ofsted inspection framework and a detailed • Proficient in the use of IT, including a working knowledge of MS Excel • Confident in the use of educational IT software, including CPOMS

	<ul style="list-style-type: none"> • Excellent numerical skills, including the ability to interpret, interrogate and quality assure data. • Understanding of how Ofsted inspects Safeguarding. • Able to work flexibly, prioritise workload and use one's initiative • Able to work under pressure and meet deadlines in a demanding and fast paced environment • Able to develop and sustain positive relationships with relevant stakeholders 	<ul style="list-style-type: none"> • Experience of delivering and designing Safeguarding training
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