**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Director of Student Support and Welfare | Student Support, Safeguarding & Welfare |
| **SALARY** | **BENEFITS** |
| £54,861 - £61,619 per annum relating to qualifications and experience | Local Government Pension Scheme  38 days holiday plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Principal and CEO | Student Support & Safeguarding Line  Manager & Team (Inc Counselling Team)  Residential Support Team  FREDIE Coordinator |
| **KEY TASKS AND RESPONSIBILITIES** | |
| To lead the delivery of a highly responsive provision that meets the needs of all students through excellent student engagement leading to outstanding levels of student satisfaction and quality of education. | |
| To take a lead role in delivering the College’s strategic objectives, ‘empowering futures’ via the provision of outstanding student support, welfare and safeguarding services. | |
| To lead the enhancement of the brand and reputation of Myerscough College engaging key strategic partners in the land based and sports industries and sharing best practice both internally and externally on student support, residential provision, welfare, safeguarding and prevent matters. | |
| The Director of Student Support & Welfare will provide a co-ordinated cross – College gateway to a full range of services to support students focused on the delivery of outstanding student and staff support and ensuring the safety and positive well-being of the college community. | |
| To be the Designated Safeguarding Lead (DSL), Child Protection and Prevent for the College. | |
| To be the designated nominee for the Social Care Common Inspection Framework (SCCIF) and manage the residential support team. | |

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| **DUTIES** |
| **Leadership of Student Support, safeguarding and Welfare**  To take lead responsibility for the coordination of the following key functions within Student Support, Safeguarding and Welfare to provide an overarching support system such as:   * Student welfare services including the tracking and monitoring of all support services, particularly vulnerable young people and adults * Safeguarding, undertake DSL duties in line with statutory guidance (inc KCSIE) * Prevent lead Single Point of Contact (SPOC) * Management of Prevent risk management * British Values * Counselling services * Multi-faith services * Student Mental Health and Wellbeing Strategy * Equality, Diversity and Inclusion * Student health services |
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| The role will involve the direct provision of some services and working with a wide range of partners (internal and external) to ensure the safeguarding of all students. |
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| Proactively lead the development of innovative delivery methods to provide efficient student support, residential provision and welfare solutions that maximise outstanding education for students. |
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| Provide clear and inspiring leadership within the area of student welfare & support and deploy high level influencing and partnership skills across the College and externally to further develop the brand and reputation of the College. |
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| Forge and maintain relationships with external agencies such as the Police, LADO, Local Authority Social Services teams, Probation & Youth Offending teams, health services, Safeguarding Partnerships and individual Social Workers and other organisations, as required. |
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| Lead and ensure a high-quality student / staff experience with high levels of satisfaction. |
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| Ensure accurate and comprehensive records of safeguarding, residential provision, support and impact are maintained. |
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| Produce regular updates and annual reports based on clear and evaluative data as required by Principalship and the Board. Support cross college self-assessment report writing including quality improvement plans. |
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| Lead policy and process development for Student Support, Residential Provision, Safeguarding and Welfare in light of Government, Ofsted, Office for Students, funding, legislative or other stakeholder priorities and/or best practice in the sector. |
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| Lead a continuous improvement, positive and dynamic student support, safeguarding, residential and welfare culture. |
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| **DUTIES** |
| **Safeguarding** |
| To take lead responsibility for Keeping Children Safe in Education, Safeguarding, Missing Children, Child Protection and Prevent reporting to the College Principalship team, the Corporation and other relevant bodies ensuring full compliance with all related legislation, policies and procedures. |
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| To be Designated Senior Lead for Safeguarding, Child Protection and Prevent. Act as the College’s Designated Lead Safeguarding Co-ordinator and take responsibility for liaison and referrals to social services and other agencies in respect of child and adult protection issues. |
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| To lead, co-ordinate and deliver effective and timely training on Safeguarding and Prevent awareness and related policies and procedures across the College. |
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| Write and maintain the College Prevent and Safeguarding Risk Management Plans. |
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| To take lead responsibility for updating on a regular basis all policies related to Keeping Children Safe in Education, Safeguarding, Missing Children, Child Protection and Prevent, SCCIF and Residential Minimum Care Standards, Bulling and Harassment and other relevant legislation as it arises. |
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| Oversee the management of complex safeguarding, child protection and prevent concerns, attending case conferences and multi-agency meetings, as required. Deputise to other Deputy Designated Safeguarding Leads (DDSL) as appropriate. |
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| Oversee the management of the Designated Person for Children looked after and care leavers. |
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| **Pastoral support for students** |
| Support the engagement and support of high-quality education on a range of pastoral issues including tutorial delivery, induction, parent’s evenings, progress, attendance and behaviour |
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| Promote and oversee the delivery of the counselling service and multi-faith services and other projects. |
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| Lead the College’s Health and Wellbeing including Mental health initiatives and support Staff Well-being related activities for individual staff and areas in liaison and conjunction with the Health and Safety Advisor and Human Resources. |
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| Lead mental health and well-being via campaigns across centres and deliver workshops on issues such as mental health, self-esteem and confidence building. |
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| Ensure the completion of risk assessments and well-being plans and that all actions are followed up and monitored. |
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| **Management** |
| Lead and manage the strategic and operational management of safeguarding in line with the Designated Safeguarding Lead outlined in Keeping Children Safe in Education (KCSIE) and other statutory safeguarding practice. |
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| Maintain the Child Protection and Safeguarding Policy and other associated Policies including legislative requirements and best practice. |
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| **DUTIES** |
| Ensure support, safeguarding and pastoral staff including the Residential Support Team are aware of their work priorities and lead the co-ordination of the team’s delivery. |
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| Ensure there is monitoring of the effectiveness / impact measures of support for all students, particularly vulnerable and residential students. Work in conjunction with the Executive Director of Quality, Director of MIS to implement and communicate and report on this information as required. |
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| Provide regular data reports which identify levels and changes of concerns relating to individuals and groups of students where their attendance, retention and achievement may be affected; highlighting vulnerable groups and support the closing of gaps in performance. |
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| Ensure student safeguarding and support is represented at events, for example assessment and performance boards and any other internal or external meetings with staff, students, parents, employers or representatives. |
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| Represent the College in role related external forums. |
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| Act as the Nominee for the Social Care Common Inspection Framework (SCCIF) |
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| Be responsible for the overseeing and efficient use of resource through effective budget management. |
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| Optimise the effectiveness and efficiency of the department and provide line management for designated staff within the area. |
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| Ensure that publicity material is kept up to date including social networking sites, College internal and external website, student support leaflets, safeguarding and Prevent materials, induction presentations etc. |
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| **Equality, Diversity and Inclusion (FREDIE)** |
| Act as the Nominee in preparing for and supporting an Ofsted inspection of residential provision. working alongside the Executive Director of Quality and Executive Director of Estates and Facilities as the Deputy nominee for the SCCIF to achieve and maintain high quality provision. |
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| Ensure National Minimum Care standards are exceeded for all aspects of residential students’ welfare, care and support. |
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| To actively engage and contribute to the Residential Strategy group. |
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| Write accurate and timely Residential provision self-assessment and in year reports to the Board and SLT with a quality improvement plan focussed on achieving and maintaining high standards and expectations across the provision and contributing to the quality of education. |
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| **General Duties** |
| Promote the College Vision, Mission, Strategic Goals and Values. |
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| **DUTIES** |
| Strategic Objectives |
| Empowered People   * Ambitious, high-quality land based and sport education. * Employer of choice. * Graduates with sought after knowledge, skills and behaviours. * Safe, inclusive & healthy communities. |
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| Unique Place   * Industry standard facilities and leading-edge technology. * A centre for demonstration and knowledge exchange. * Local to international recognition. * Destination of choice for learners and employers. |
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| Sustainable Productivity   * Applied research, innovation and knowledge transfer. * An effective co-created curriculum with high quality work experience. * Economic, environmental and social sustainability. * Resilient finances with high impact investment. |
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| **Myerscough Values** |
| * **Professional** – We will uphold the highest standards, demonstrating expertise, integrity, and a commitment to excellence in all that we do. We will invest in sustainable practices, ensuring long-term success for our students, staff, and wider community. * **Passionate** – We approach our work with enthusiasm, dedication, and a drive to make a positive impact. We empower individuals to reach their full potential, creating a learning and working environment that is ambitious, inclusive, and inspiring. * **Collaborative** – We work together, fostering strong partnerships, teamwork, and mutual respect to achieve shared success. Through industry engagement and curriculum co-creation, we strengthen our influence both locally and nationally, driving innovation and meaningful impact. * **FREDIE** – FREDIE is in our DNA. We will advance Fairness, Respect, Equality, Diversity, Inclusion, and Engagement in everything we do, ensuring a safe, happy, and healthy community where everyone can thrive. |
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| Promote College sustainability policies and strategies by personal commitment and lead by example. |
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| Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) |
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| To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
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| Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations. |
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| Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved. |
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| Maximise effective use of time and personal ability. |
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| 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 Child Protection and Safeguarding Policy and practices. |
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| **DUTIES** |
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| Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. |
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| Be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively. |
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| Thoroughly aware of College Health and Safety policies and ensure that employees within his/her responsibility are also. They must also seek to ensure appropriate implementation of such policies across all areas of their responsibility. |
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| Be aware of Risk Assessments, implement health and safety related actions identified through risk assessment and assist in the induction of staff and students in the safe use of facilities, tools and equipment. |
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| Adhere to the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also.  He/she must also seek to ensure appropriate implementation of such policies |
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| Follow safe working procedures personally and ensure that all learners follow all safe working procedures and practices in the learning environment, including giving regular clear verbal instructions to students and other members of staff. |
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| Ensure all accidents and near misses are recorded and reported following College procedures. |
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| Any other duties that may reasonably be required by Line Management and the Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

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**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI)  Highly developed knowledge of safeguarding issues and support for vulnerable students and staff (A/I)  Experience/knowledge of leading child protection incidents (A/I)  Positive, innovative and dynamic (A/I) | Management of budgets (A/I)  Curriculum experience (A/I)  Contemporary knowledge of FE / HE policy and environment (A/I) |
| ***Attainments*** | |
| Foundation Degree, Higher National Diploma or equivalent level 5 qualification (A) or Level 4 / HNC qualification and willing to work towards a Level 5 qualification in an agreed timescale  GCSE English & Maths grade C or above or equivalent or willingness to complete within a designated period (A)  Designated Senior Person for Safeguarding (DSP) or willingness to train as soon as possible(A/I)  Competent in using Microsoft Word and Excel (A/I)  Relevant office experience (A/I)  Experience of supporting the 16 – 18 age group (A/I)  Management / supervisory experience (A) | Knowledge of Further and Higher Education establishment and procedures (A)  Management qualification (A)  Knowledge of College computerised systems (A)  Counselling qualification or experience (A)  Experience and knowledge of residential management (A)  EDI qualified (A)  IAG qualified (A)  Experience of working and reporting to senior managers and Governing body (A)  Management qualification (A) |
| ***General Intelligence*** | |
| Outstanding leadership / communication skills and the ability to motivate a team (A/I/P)  Extensive knowledge of student support and welfare policies / strategies (A/I/P)  Clear evidence of the ability to build strong partnerships with external stakeholders (A/I)  Logical thinker and good problem solving skills (A/I)  Methodical working practices (A/I)  Ability to use initiative (A/I)  Capable of working with minimal supervision (A/I)  Able to work under pressure | Good understanding of the education system (A/I) |
| ***Special Aptitudes*** | |
| Good Interpersonal/ communication skills with all levels of staff (A/I)  Ability to undertake multiple tasks working to deadlines (A/I)  Accuracy to details (A/I) | Ability to work with a wide range of College staff in the development of validation and approval documents (A/I) |
| ***Interests*** | |
| High levels of interest in the work and achievement of students (A/I/P/T)  Full commitment to ensuring a high quality student and curriculum experience (A/I/P/T) | Empathy with education (A/I) |

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| ***Disposition*** | |
| A resilient leader who is hard working and capable of developing the performance of others (A/I)  Excellent interpersonal skills (I/P)  Outstanding communication skills (I/P/T)  Friendly and approachable (I)  Person centred approach (I)  Able to motivate and inspire staff and students to high achievements (A/I/P)  Team player (I) |  |
| ***General*** | |
| An understanding of health and safety requirements of a working environment (A/I)  An understanding of equal opportunities issues within an educational context (A/I)  An in-depth knowledge of “safeguarding”, the ‘Prevent’ agenda and its importance within the College \* (A/I)  An understanding of equality, diversity and inclusion issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (I)  To be available for College open mornings and specific times during August and September e.g. Enrolment/ Induction / Residential Sunday (I)  Ability to travel to other centres (A/I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Director of Student Support & Welfare | Student Support, Safeguarding & Welfare |
| **SALARY** | HOURS OF WORK |
| £54,861 - £61,619 per annum relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 38 days holiday plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2024) (based on actual NOT FTE)  Contribution rate %  Up to £17,600                     5.5%  £17,601 to £27,600          5.8%  £27,601 to £44,900 6.5%  £44,901 to £56,800 6.8%  £56,801 to £79,700 8.5%  £79,701 to £112,900 9.9%  £112,901 to £133,100 10.5%  £133,101 to £199,700 11.4%  £199,701 or more 12.5%  20.2% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme    Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £49.50 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £16 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |