

## BARNET AND SOUTHGATE COLLEGE

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Welfare and Equality Adviser</b>
<b>POST REFERENCE:</b>	<b>WELEQ-0178</b>
<b>SALARY:</b>	<b>Scale 6</b>
<b>HOURS:</b>	<b>tbc</b>
<b>LOCATION:</b>	Across all College locations, Southgate, Wood Street Colindale and Borehamwood

#### **PURPOSE OF POST:**

To work with students to stay safe and to be first point of call for support with pastoral, welfare or equality issues; assess and refer learners to access early help services or escalate to other internal services such as safeguarding or external agencies. The team's objective is to support learners, advocating where necessary, endeavouring to remove barriers to learning and progression.

#### **RESPONSIBLE TO:**

Safeguarding and Equality Deputy

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#### **Duties:**

1. To be an active member of the Learner Services Team
2. To work with the line manager and team to develop and keep up to date with relevant youth related issues, safeguarding, E&D trends, legislation and guidance
3. To be aware of and work in compliance with statutory guidance such as Keeping Children Safe in Education, Data Protection, Equality and other relevant legislation
4. To act as first point of contact for referrals for early help, triage learners to assess needs; advise and/or refer to internal services or external agencies
5. To be able to identify when a learner requires safeguarding or support with complex needs that meet child protection, Prevent or vulnerable adult thresholds and refer to the S&E team
6. To respond to iLearn Red Button and any other monitoring alerts, assess and arrange to see the student or make appropriate referrals
7. To ensure that service database is kept up to date to facilitate 'true-time' working, track, monitor and follow up learners

8. To collate data, feedback or information as required for service management
9. Attend and fully participate in peer supervision meetings, database monitoring meetings and other college and departmental meetings and events
10. Organise and facilitate equality themed awareness raising events to include identification of suitable external agencies to address any trends, equality issues or concerns amongst the student body and arrange promotion of services
11. Attend learner focus groups as required
12. To work with both the S&E and Counselling team to develop partnerships internally and externally
13. Attend external network meetings to build robust links with external agencies, cascade information to the wider team and promote positive College profile
14. To be aware of the general duties and responsibilities required of the team and work cooperatively, respectfully and professionally with colleagues to ensure best service for learner and compliance with statutory requirements

### **General duties and responsibilities**

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder.

## Person Specification

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
<b>Qualifications</b>	Relevant L3 qualification		
		Designated safeguarding officer training within the last 3 years	
<b>Experience</b>	Proven experience and understanding of college child protection referral thresholds		
	Proven experience and understanding of college Protection of Vulnerable Adults referral processes		
	Proven experience and understanding of educational legislation in relation to safeguarding, Prevent, Protection of vulnerable adults and child protection		
	Proven experience of working with a case load of learners, monitor, follow-up and record outcomes		
	Experience of identifying need, planning and delivering events ; service promotions and awareness raising sessions		
	Experience of recording, data collection and presentation to a variety of audiences		
	Proven experience of cross team work and multi-agency working		
<b>Knowledge &amp; Skills</b>	Understanding of E&D legislation and College responsibilities ie reasonable adjustment Able to build and maintain effective relationships, particularly with young people		

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
	Ability to work proactively, creatively and think outside the box whilst keeping student needs at the centre		
	Ability to form effective team working relationships with internal staff and external agencies		
	Demonstrable research skills		
	Demonstrate knowledge of issues related to a range of current		
	IT literate with sound working knowledge of Microsoft Office packages and wiliness to be trained on other service related software		
	Demonstrable ability to negotiate and resolve conflict		
	Ability to collect and report data in a timely manner to allow qualitative and quantitate analysis of the quality of the service delivered, measuring impact and identifying priorities		
	Effective written and verbal communication skills at all levels		
	Ability to manage and prioritise own workload to ensure deadlines are met (G)		
	Effective listening skills and ability to identify individual needs		
	Ability to work effectively as a member of a team and autonomously as required (G)		
	Attention to detail (G)		

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
<b>Personal Attributes</b>	Committed to own continuous professional development (please give information about your CPD during the past 2 years)		
	Able to uphold and behave in accordance with College values.		
	A professional and flexible approach to work		
	Ability and willingness to travel and work at all main College campuses		
	Ability and willingness to participate in cross college activities e.g. enrolment, open days		
	Commitment to promoting equality and diversity, safeguarding, health and safety and the learner voice		
	High level of integrity and (knowledge of ) confidentiality		
	An understanding of limits and boundaries of the role and know when to refer to specialist agencies and professionals		