

Job Description

Job Title:	Welfare Advisor
Reports to:	Head of Learning - Inclusion
Hours	22 hours per week, 40 weeks per year
Salary	Scale E £21,616 - £ 23,497 pro rata for part time

Main purpose and scope of the post:

- To manage a caseload of students to offer support with their mental well being or safeguarding concerns.
- To provide a holistic support service for students by working as part of the Student Services team and liaising with other specialists and supervisors as well as effectively collaborating with external agencies to ensure student needs are fully met.
- Represent the College and participate in multi-agency meetings.
- Be a member of the safeguarding team and act as a duty safeguarding officer

Responsibilities:

Below is a suggested list of duties. This list is not exhaustive and may vary from time to time in order that the accountabilities may be met. Such changes are a common occurrence and cannot of themselves justify a regrading of the post.

A. Responsibilities

1. Effective collaboration and communication with curriculum areas and pastoral tutors to maintain the strong referral systems for WA support.
2. To efficiently utilise College systems and work with the Pastoral Tutors to proactively identify students who are a cause for concern, subsequently implementing support as appropriate.
3. To be a point of contact for students who may require counselling or specialist mental health support, and refer students internally or externally as appropriate.
4. Autonomous decision making in respect to referrals and support for students.

5. Deliver individualised support for students that facilitates their management of issues that may have an adverse effect on their wellbeing and potential.
6. To provide regular and ongoing individualized support for SEND students as outlined in their Education Health and Care Plans.
7. To work collaboratively with course teams/tutors to ensure safeguarding referrals of students is efficient, timely and appropriate.
8. To represent the College at external multi agency safeguarding meetings where appropriate, creating new links with external support agencies to refer students as appropriate
9. To support the Designated Lead for Looked After Students by attending statutory review meetings and completing review documents on their behalf when required
10. Effectively utilise external agencies to ensure students' needs are holistically met. Conducting external referrals as appropriate.
11. Maintain thorough records of meetings with students and actions taken or decisions made. Ensure records are comprehensive and thorough and made available to line manager and/ or course leaders as appropriate. Effectively use data recording systems (CPOMS) to input support data.
12. Ensure confidentiality is maintained where appropriate and adhere to code of practice.
13. Maintain up-to-date knowledge on current legislation and national agendas such as Child Protection and Safeguarding.
14. Adherence to all College policies and procedures. Paying particular focus on the College policy relating to Safeguarding.
15. Liaison with the College Safeguarding Manager to facilitate safeguarding referrals and complete follow up actions as required.
16. Act as a Safeguarding Officer for the College ensuring that safeguarding concerns and referrals are responded to appropriately
17. Carry out pre-entry work with schools, students and parents/carers to support successful transition into College.
18. Support the delivery of a small number of timetabled group tutorial sessions relating to Wellbeing and/or Safeguarding.
19. Support the arrangements for cross College theme weeks and awareness days
20. Attend CPD events as required and completion of mandatory CPD.
21. To attend team meetings and share information as required.

22. To contribute to EHCP, POP/PEP reviews as appropriate.

23. Contribute to the public presentation of the department, which will include the updating of internal intranet and attending recruitment events where appropriate.
24. Provide current, timely and accurate information to the wider College teams.
25. To be flexible in working patterns - to include evenings and weekends.
26. Work flexibly and at different sites as required.

B. Complying with College wide policies and procedures.

1. Complying with College wide policies and procedures
2. Participate in College probationary review and appraisal processes, agree objectives with the line manager and ensure they are achieved
3. Comply with the College's Health and Safety policy
4. Work to promote and contribute to the college's Equal Opportunities policy
5. Apply the College's safeguarding policy and practices
6. Comply with the College's procedures in relation to the requirements of the Data Protection Act
7. Undertake such other duties as may be reasonably required

NOTES:

Safeguarding Children and Vulnerable Adults

The College has a statutory and moral duty to ensure that it operates with a view to safeguarding and promoting the welfare of children and young people studying at the College. The post holder will be required to commit to the College child protection policy and promote a safe environment for children and young people learning within the College. All posts are subject to enhanced Disclosure Barring Services check, however, having a criminal record will not necessarily bar you from working with us, this will depend on the nature of the position and the circumstances and background of your offences.

Equal Opportunities and Diversity

All employees of City College Brighton & Hove are required to promote equality and diversity in all aspects of the job. Specifically, the job holder will be required to support the College to meet the General Equality Duty under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.

- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics are: Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/Maternity Leave, Race, Religion or Belief, Sex, Sexual Orientation.

Health and Safety

It is the responsibility of all employees to co-operate with the College management in meeting the objectives of providing a healthy and safe place of work. Therefore, all staff must carry out their work with reasonable care for the health and safety of themselves and other people. Accidents or near misses must be reported and safe working procedures must always be followed.

1. Duties will inevitably develop and change as the work of the College changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, the College reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from College strategies.
2. Where an applicant or existing employee is, or becomes, disabled (as defined by the Equality Act 2010) and informs the College fully of their requirements, reasonable adjustments will be made to the job description wherever possible.

Person Specification

Job Title:	Welfare Advisor
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The following is a list of the experience, knowledge/skills and qualities which the College requires in the post of Welfare Advisor. This list is not exhaustive. It is a requirement of all our staff that they share and actively engage with the vision that the College will be exceptional.

Experience

Essential

- Previous employment working with young people

Desirable

- Employment within an educational environment

Qualifications

Essential

- Level 3 qualification or equivalent in relevant youth services area

Desirable

- Level 3 qualification in counselling
- First Aid Certificate

Knowledge/understanding/skills/abilities

Essential

- Ability to manage the unpredictability of student needs/issues and effectively ascertain the potential risks to all parties.
- Good working knowledge of associated youth services and other key agencies
- Knowledge of child protection legislation
- Working knowledge of Microsoft Office

Qualities

- Good interpersonal, communication and organisational skills

- Effective interpersonal skills and the ability to work well with people at all levels;
- Integrity and discretion when handling confidential information
- Be able to remain impartial
- Have a flexible approach to working hours
- Demonstrable experience of commitment to child protection, safeguarding and the promotion of a safe environment for children and young people to learn in
- Demonstrable commitment to the College's support and promotion of equality and diversity in all aspects of working life
- To aspire to the College's Mission and Values