

JOB DESCRIPTION

Job Title	Student Adviser and Safeguarding Officer
Contract	Permanent, Full-time
Job location	Elm Park Campus, Stanmore
Department	Student Support
Reports to	Student Support Team Leader
Salary Range	Band G, Point 21 – 24 (£31,156 - £33,543)

Job Purpose:

The Student Adviser and Safeguarding Officer plays a pivotal role in supporting the welfare, academic progress, and personal development of a caseload of students, with a particular focus on safeguarding and the transition of vulnerable groups. The post holder will provide guidance, early help and support to students, ensuring their safety and well-being, and facilitate effective transitions for learners facing additional challenges.

Duties Specific to the Post:

- Provide personalised advice, guidance, and pastoral support to a caseload of students, addressing academic, personal, social, and emotional needs.
- Offer information on college services, resources, and external agencies to promote student well-being.
- Develop and maintain effective relationships with students, acting as a trusted point of contact.
- Work closely with academic and support staff to ensure a holistic approach to student welfare.
- Identify vulnerable groups of learners, including those presenting with potential barriers, known to youth justice teams, care-experienced students, young adult carers and others at risk.
- Develop and implement transition plans to support these students as they move into, through, and out of the college.
- Liaise with external agencies, schools, and families to ensure coordinated support and continuity of care.
- Monitor progress and outcomes for vulnerable learners, adjusting support as necessary.
- Maintain confidential and accurate records in line with data protection regulations.
- Prepare reports and contribute to audits and inspections as required.

- Keep up-to-date with relevant legislation, guidance, and best practice in safeguarding and student support.

Safeguarding:

- Act as a designated safeguarding officer, ensuring the safety and welfare of students in accordance with statutory requirements and organisational policies.
- Respond promptly to safeguarding concerns, undertaking risk assessments and making referrals where appropriate.
- Maintain accurate records and documentation related to safeguarding cases.
- Deliver safeguarding training and awareness sessions to staff and students as required.

General:

- Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
- Ensure all data is handled in line with General Data Protection Regulations.
- Taking responsibility for health and safety, equality & diversity, copyright and data protection within the scope of the post.
- Take appropriate responsibility to provide a secure, safe and friendly learning environment including implementation of the College's Health and Safety Policy.
- Committed to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Further education is an ever-changing service, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the college.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

Closing Date: Wednesday, 5th August 2026

Interview Date: Wednesday, 12th August 2026

PERSON SPECIFICATION

JOB TITLE: Student Adviser and Safeguarding Officer

Criteria	Essential/ Desirable	Possible source of evidence
QUALIFICATIONS:		
Level 2 English (GCSE equivalent) & Level 2 Maths (GCSE equivalent)	E	Application form/ certification
Information, Advice and Guidance [IAG] L2, or be willing to undertake training	D	Application form/ certification
Minimum L2 Safeguarding certificate	D	Application form/ certification
KNOWLEDGE & EXPERIENCE OF:		
A minimum 1 years' experience in a safeguarding role.	E	Application form/supporting statement/ interview
A minimum of 2 years' experience assisting in working with young people, specifically working with post-16 students and adults in a multi-cultural institution	D	Application form/supporting statement/ interview
Knowledge of safeguarding statutory guidance including Keeping Children safe in Education and Working Together to Safeguard Children	E	Application form/supporting statement/interview
Knowledge of general office-based IT packages including Excel and Word	E	Supporting statement/ interview
An understanding of sound equal opportunities practice and a commitment to its implementation	E	Supporting statement/ interview
Commitment to inclusivity and ensuring all students feel welcome and able to participate	E	Supporting statement/ interview
SKILLS & ABILITY TO:		
Excellent interpersonal and communication skills	E	Supporting Statement/Interview
Build positive relationships with young people and maintain discipline	E	Supporting statement/ interview
Be flexible with duties and working hours to fit student need	E	Supporting statement/ interview
PERSONAL QUALITIES:		
A positive and proactive mindset when engaging with students through support and safeguarding interventions	E	Supporting statement/ interview
Commitment to professional development and continuous improvement	E	Supporting statement/ interview