

Role overview

As Damar's Safeguarding Lead, you are in charge of student welfare, including safeguarding, health and safety and Prevent, ensuring, through our systems and processes, that colleagues and our partner-employers understand their roles and responsibilities and that effective support is given when issues arise. You will also play a key role in working with our Knowledge (curriculum) and delivery teams so that apprentices' develop the skills they need to stay safe.

- Location: As per your terms and conditions of employment
- Normal hours of work: As per the terms and conditions of employment
- Reporting to: Managing Director

The contents of this job description are not exhaustive. You may also be asked to perform other duties relevant to the level of your role to meet the ongoing needs of our business.

Key responsibilities

- Lead on student welfare issues
- Developing the skills of the safeguarding team
- Ensuring that new joiners receive appropriate training on student welfare
- Ensuring that existing staff receive appropriate refresher training on student welfare
- Supporting our Knowledge and delivery teams to develop and deliver impactful content on welfare issues.
- Lead on our policy documents for student welfare.
- Ensuring that our processes for recording safeguarding concerns and actions taken are robust.
- Ensuring that we have a robust system in place for initial health and safety reviews with our employers and student-specific reviews

Skills

- Able to take a calm and measured approach in challenging situations
- A strong influencer and advocate
- Be able to provide effective safeguarding support and guidance within a policy framework
- Maintain records and prepare written reports.
- Communicate effectively, both verbally and in writing, with colleagues, apprentices, employers, parents/carers and other agencies.
- Good interpersonal skills to maintain productive working relationships with colleagues and other agencies.
- Ability to perform all requested administration activities relating to data capture, evaluation and reporting.
- Proficiency in Microsoft Office.

Knowledge and qualifications

- Designated safeguarding lead training

JOB DESCRIPTION Designated Safeguarding Lead

DEPARTMENT N/A



- A good understanding of our regulators' (principally, the ESFA and Ofsted's) positions on safeguarding and related matters
- A good understanding of current law and best practice for training providers on safeguarding and related matters.
- A knowledge and understanding of influences on children and young people. E.g. peer pressure, gang culture, bullying, etc.

Personal attributes and behaviours

- Be professional, personable and approachable
- Complete discretion
- Be self-motivated and driven

Additional requirements

- To comply with the requirements of our Employee Handbook
- To promote the equality of opportunity within our organisation
- To demonstrate commitment to safeguarding and promoting the welfare of all learners
- An enhanced Disclosure and Barring Service (DBS) check is a requirement of all roles at Damar that may include sole supervision of young people or vulnerable adults