Kingston University London

Job Description

Job Title	Student Safeguarding Manager – job share		
Grade	8	**Directorate/Faculty**	Student Services
Department	Student Life, Health and Wellbeing	**Reports to**	Student Counselling and Wellbeing Manager
Direct reports	None	**DBS Requirement**	

Job purpose

The Student Safeguarding Manager will report to the Counselling and Wellbeing Manager and act as the lead Student Safeguarding Adviser on a day-to-day basis, working alongside Kingston University's Safeguarding designated staff across the university, to ensure consistency of safeguarding procedures across the University. You will also play a key role in the coordination and development of the online staff and student reporting platform – Report and Support.

You will lead and be responsible on the case management of student safeguarding cases, working alongside the Safeguarding leads, and be responsible for case work related to sexual misconduct and other complex student welfare issues. This will include delivering high-quality support and advice and coordinating actions to ensure a consistency of approach across the University.

You will liaise with the safeguarding local contacts within the faculties, professional services teams, and statutory external agencies to ensure an appropriate and timely response and duty of care towards students identified as "at risk". You will also make referrals and attend external meetings such as MARAC meetings where necessary.

You will maintain appropriate record keeping for all safeguarding cases, and reports made through the online reporting platform, in line with GDPR regulations.

You will have significant experience of working in safeguarding roles in education, social work or third sector settings; a sound understanding of equality and diversity issues, and experience in writing reports and policy documents.

As this is a job share, you will be working collaboratively with another employee to fulfil the duties of this role. You will both share equal accountability for, requiring seamless alignment and there may be specific tasks or focus areas that you would lead on.

Role & Responsibilities

- To implement the University's Safeguarding Policy and processes and together with the Safeguarding Leads, manage a varied and complex caseload of students providing detailed, confidential and specialist advice and support including risk management.
- To promote and encourage good practice in all aspects of safeguarding including Adults at Risk, child protection and all students who may need support, but do not fall under the guidelines of Adult at Risk.
- To securely record relevant data relating to student safeguarding concerns and report as required to the Safeguarding Leads, exercising discretion and judgement as appropriate.
- To primarily manage and coordinate responses to student reports received through the Report and Support platform and via safeguarding concern forms (note that we aim to respond to safeguarding concerns within 24 working hours during the working week).
- To support in tackling and preventing gender-based violence and all forms of hate crime and to take on the role of casework manager in sexual misconduct cases.
- To work in partnership with key colleagues across the University in coordinating the response to students deemed to be at risk when required. On occasion, this may involve operating outside of normal office hours, to provide support and guidance to teams.
- To manage queries, relating to student incidents and wellbeing issues sensitively, promptly, accurately, and effectively and following University policies and procedures.
- To lead on safeguarding team meetings bi-monthly and work alongside the safeguarding leads to create agenda points for each meeting.
- To contribute to university wide projects using specialist knowledge and lead on university safeguarding projects.
- To work in partnership with staff in faculties and other professional services to provide information and advice on safeguarding and student equality matters; and support the development, within the University (staff and student facing) of a community of understanding around safeguarding policy, processes, and related practice through the provision of training, resources, information, and advice.
- To support the delivery of training to staff on issues relating to Safeguarding, gender-based violence, harassment and hate crime and other related topics.
- To establish effective working relationships with internal and external stakeholders through networking and membership of relevant committees and working groups; and represent the University on relevant external groups.
- To be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management.

General Line Management Responsibilities- if applicable

- N/A

Direct Reports- if applicable

- N/A

General Requirements

All Kingston University Staff are expected to demonstrate and work towards developing the Values Framework:

- **Innovative**: To apply new methods or ideas to facilitate progress
- **Inclusive:** To value the diversity of students and staff, treating them respectfully
- **Enterprising:** To recognise and act on opportunities
- **Ambitious**: To pursue excellence for oneself, the University, and our communities

The postholder must always carry out their responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.

It is your responsibility to carry out your duties in line with our EDI policy and strategy and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

You must promote and safeguard the welfare of students/ staff that you are responsible for or come into contact with.

Please note that job descriptions cannot be exhaustive, and the postholder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

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Person Specification

Knowledge and Qualifications	Essential	Desirable
• Educated to degree or equivalent level of professional experience	X	
• A clear understanding of safeguarding and student welfare issues in higher education	X	
• Extensive experience of working on safeguarding	X	

Skills & Competencies	Essential	Desirable
• Experience of working with a diverse client group	X	
• Experience of developing and delivering training		X
• A thorough and detailed understanding of key professional and compliance issues, legislation, and sector practice in the areas of safeguarding, combined with a broad understanding of the range of services that comprise Student Services and an ability to quickly acquire specialist expertise as work demands	X	
• Ability to maintain a high level of confidentiality and keep accurate and detailed records	X	
• Ability to lead and advise on the management of risk in relation to staff/students	X	
• Detailed knowledge, experience, and awareness of the role of key partner services and agencies in regard to safeguarding	X	
• Ability to establish and maintain effective working relationships with a wide range of stakeholders inside and outside the University, with the ability to negotiate and influence	X	
• Resilience for managing complex situations	X	
• Excellent interpersonal skills and demonstrable ability to influence decision and policy making at a senior level both within and outside of an organisation	X	
• Proven ability to develop and share innovative approaches to work processes in line with changing organisational or legislative requirements	X	
• Excellent planning, organisational skills, and the ability to work under pressure and manage time effectively	X	
• Ability to collate, analyse and present complex data, with a good level of IT skills, from a variety of sources for a wide range of stakeholders.	X	

Important Working Relationships		
Contact (Who)	*Purpose (What)*	*Frequency*
Safeguarding leads and job share colleague	Service delivery	Weekly
Directorate for Students colleagues Faculty staff	Supporting students	Weekly
Union of Kingston Students	Supporting students	When required
MARAC Co-Ordinators	Safety for students	When needed
Local Councils	Supporting students	When needed
Social Care	Supporting students	When needed
Local charities	Supporting students	When needed