



**WORK AT
SHIPLEY
COLLEGE**

Wellbeing & Safeguarding Officer

Shipley College - Great people, great place!

Hours: 37 hours per week, full year post

Salary: £30,274 - £32,049 per annum FTE

Closing Date: Monday 20th October 2025 at 9am ***(We may close the advert early if sufficient applications are received. Early application is advised)***

Interview Date: Monday 27 October 2025

Start Date: ASAP (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

At Shipley College, we are passionate about creating a safe, supportive and inspiring environment where every student can thrive. We are committed to helping students achieve happiness, fulfilment and a brighter future through further study, employment or independent adulthood.

We are now recruiting a Wellbeing and Safeguarding Officer to join our Student Experience Team. This is an exciting opportunity for a skilled, enthusiastic and resilient individual to play a key role in safeguarding student welfare, responding to concerns and promoting a culture of care across the College.

In this role, you will respond promptly to safeguarding concerns, provide tailored wellbeing support and empower students to overcome personal challenges so they can succeed at college and beyond. You will also develop personalised action plans and resources, signpost learners to specialist services, engage in activities and promote positive mental health across the College community.



Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> • Pension Schemes • Professional Development opportunities • Access to a free gym on site • Reduced cost train and bus travel* • Access to free onsite car parks • Shopping discounts with discount app • Enhanced Annual Leave <p>*qualifying period applies</p>	<ul style="list-style-type: none"> • Level 2 (GCSE equivalent) in English/literacy and Maths/numeracy • Experience in working in an educational or support setting using a person-centred approach. • Experience in coaching and/or mentoring to provide effective support. • Providing guidance to colleagues on effective student support. • Experienced in safeguarding processes, including recording information on relevant systems. • Experience of working in a busy customer/client-facing environment. • Flexible and adaptable to meet service needs.

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk.

<p>Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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Job Description

JOB TITLE	Student Wellbeing and Safeguarding Officer
RESPONSIBLE TO	Head of Student Experience

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

The Student Wellbeing and Safeguarding Officer will be responsible for supporting students' wellbeing and safeguarding by managing caseloads, delivering one-to-one support and coordinating referrals to external services. The role involves working closely with the Student Safeguarding Lead to identify at-risk students and implement timely interventions. Additional responsibilities include developing wellbeing resources, maintaining accurate records and support plans and contributing to College events.

DUTIES AND RESPONSIBILITIES

- Manage a caseload of students by providing one-to-one support to those experiencing personal, emotional, or mental health difficulties.
- Collaborate with the Student Safeguarding Lead, who allocates caseloads based on students' support needs.
- Work closely and effectively with curriculum and service staff to deliver high-quality support, maximising students' opportunities to learn, succeed, and enjoy College life.
- Develop resources for staff and students to promote positive mental health and wellbeing.
- Ensure that wellbeing and safeguarding plans and records are accurate, maintained, and up-to-date.
- Maintain up-to-date knowledge and training in wellbeing, mental health, safeguarding and vulnerability.
- Accurately record information on CPOMS and other College systems.
- Provide timely information to the Head of Student Experience to support reporting requirements.
- Work closely with curriculum staff and the SEND team to identify at-risk students and implement timely interventions.
- Offer support with transition arrangements for prospective students with safeguarding concerns identified at admission.
- Attend and actively contribute to team meetings, quality improvement days, and other College events.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

In your supporting statement please **ensure you reference every point in this category**. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.**

Level 2 in literacy and numeracy or equivalent - This must be evidenced by original certificates at interview.
Experience of working in a safeguarding role.
Experience in creating individual wellbeing action plans and maintaining accurate records.
Experience of working in an educational environment using a person-centred approach.

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Relevant Qualification in Wellbeing, Safeguarding or working with Young People or vulnerable adults in a supportive role.
Experience of using a coaching and/ or mentoring approach to provide effective support.
Able to work flexible hours when required to meet the needs of the business.
Experience in providing support and guidance to colleagues on effectively supporting young people / vulnerable adults.
Experience of recording safeguarding information using relevant systems or software.
Experience of planning and delivering group sessions or workshops that promote student wellbeing and resilience

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Knowledge and experience of Equality, Diversity, Inclusion and Prevent
Mental Health First Aid qualification
Experience of working in a busy customer/ client-centred environment.

Message from the Principal



Shipleigh College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipleigh College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

Diana Bird
Principal

Shipleigh College Mission Statement

To be a beacon of opportunity, transforming lives through learning.

OUR CORE VALUES - THRIVE!

Transformational: We champion lifelong learning, leading by example and fostering a culture of growth for all.

Heritage: We value our history and invest in our future.

Relationships: We build strong partnerships and work together to achieve shared goals

98% of students agree that the College is a safe place to learn.

Inclusion: We foster a welcoming, caring and equitable environment for you.

Vision: We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

Excellence: We are dedicated to delivering exceptional education and achieving outstanding outcomes.

96% of students agree that College staff are friendly and helpful.

