



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A093
Job Title	Student Safeguarding Officer – Two positions available
Salary	£31,457.54 - £33,472.35 per annum
Contract Type	Permanent, 37 hours per week, 52 weeks per year
Campus	All Sites. Main Base Gloucester
Department	Safeguarding
Reporting To	Designated Safeguarding Lead
Holiday	27 days' annual leave, increasing to 32 days after 5 years', plus an additional 3 days during Christmas closure

About the Role – Meet the Team

Gloucestershire Professional Services (GPS), a subsidiary of Gloucestershire College, is seeking a two dedicated **Student Safeguarding Officer** to join our committed Safeguarding team.

Our Safeguarding Officers are based across our Gloucester, Cheltenham, and Cinderford campuses and work collaboratively to ensure every student is safe, supported, and able to thrive. The team plays a vital role in responding to safeguarding concerns, supporting students at risk of abuse, neglect or exploitation, and working with colleagues and external agencies to create a secure and inclusive learning environment.

As a Student Safeguarding Officer, you will be a key point of contact for safeguarding matters. You will lead on casework, respond to disclosures, deliver safeguarding guidance to staff and students, and contribute to wider initiatives that support student well-being and safety.

This is a permanent position, offering the opportunity to make a meaningful difference to young people as part of a supportive, forward-thinking team.



About the Role – Duties and Responsibilities

Safeguarding & Case Management

- Act as a designated Safeguarding Officer and primary contact for safeguarding concerns.
- Lead on student safeguarding cases, ensuring timely responses and appropriate support.
- Conduct student case conferences and chair final-stage disciplinary and CTS2 hearings, making informed recommendations around sanctions.
- Liaise confidently with external agencies such as police, social care, and other partners.
- Maintain accurate and compliant records, ensuring information is logged in line with GDPR and organisational requirements.

Student Support & Intervention

- Provide one-to-one intervention, advice and support for students experiencing difficulties.
- Work collaboratively with Student Mentors to ensure learners are effectively signposted to additional welfare and well-being services.
- Support emergency or crisis situations alongside the Duty Manager, responding appropriately to serious incidents.

Training, Prevention & Awareness

- Deliver bespoke safeguarding and well-being sessions to staff and students (e.g., healthy relationships, stress management, PREVENT, online safety).
- Contribute to college-wide awareness campaigns that promote safety, respect, and inclusion.
- Maintain strong knowledge of legislation relating to student welfare and safeguarding.

Multi-Agency Collaboration

- Co-ordinate multi-agency support for students to minimise barriers to learning.
- Build and maintain positive relationships with external professionals, parents and carers.

Additional Duties

- Participate in college training and development activities.
- Support college events, including open evenings.
- Take on leadership of a designated thematic area, such as:
 - Keeping Safe (gangs, knife crime, substance misuse)
 - Adult, HE and Apprenticeship safeguarding
 - Healthy Relationships
 - PREVENT





About the College – Our Expectations

At Gloucestershire College, we are committed to safeguarding, equality and excellence. All colleagues are expected to:

- Engage fully in the performance review process and continuous professional development.
- Promote and uphold the College's **Safeguarding, Equality and Diversity, Health and Safety**, and **Sustainability** policies.
- Work collaboratively and respectfully, contributing to a positive and inclusive culture.
- Participate in key college activities such as enrolment and community engagement.

We celebrate diversity and actively encourage applications from individuals of all backgrounds, particularly those from under-represented communities. We value mutual respect and trust, believing that a diverse workforce strengthens our college community. As part of our safeguarding commitments, all successful candidates will undergo:

- A **DBS Enhanced Disclosure**
- **Online searches**, conducted consistently in line with *Keeping Children Safe in Education (2024)*
- A criminal self-declaration prior to interview (for shortlisted applicants)

It is an offence to apply for this role if you are barred from working in regulated activity with children.

About You

We are looking for someone who is:

- **Passionate about safeguarding**, student welfare and creating safe learning environments.
- **Calm, resilient, and confident** when responding to sensitive or challenging situations.
- Able to build **trusting professional relationships** with students, colleagues, parents and external agencies.
- **Knowledgeable** about legislation and best practice within safeguarding, equality, diversity and student support.
- A strong **communicator**, both in writing and in person.
- Skilled in maintaining **accurate and confidential records**.
- Comfortable delivering training, presentations and awareness sessions.
- Committed to ongoing development and reflective practice.
- Motivated by working collaboratively to ensure every student has the opportunity to succeed.





Our Shortlisting Criteria

Essential	<ul style="list-style-type: none"> – Have a thorough working knowledge of current legislation pertaining to students, including health and well-being, drug misuse, sexual harassment, equality and disability. – Experience of working with young people. – GSCP Safeguarding Level 3 Understanding Child Protection qualification – or willingness to complete.
Desirable	<ul style="list-style-type: none"> – Experience within the FE sector or education sector. – Previous administrative experience. – Educated to Degree Level or equivalent. – Experience of working in a fast changing environment. – Experience of working to targets/meeting KPIs.

The Perfect Person for us will demonstrate

Abilities	<ul style="list-style-type: none"> – Excellent communicator, both written and verbal. – Well organised and able to prioritise workload. – Ability to stay focused in a very busy environment. – Ability to work to set deadlines. – Good rapport with young people. – Ability to analyse data to make informed decisions in relations to driving future improvement initiatives
Job Circumstances	<ul style="list-style-type: none"> – Able to travel between college sites (if required) – Undertake any training required for the role – Hold an Enhanced DBS check or be willing to undertake a check. – This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

