



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

About the Role – Employment Details

Post Number	B008
Job Title	Student Safeguarding Officer
Salary	£31,457.54 - £33,472.35 per annum
Contract Type	Permanent, 37 hours per week, 52 weeks per year
Campus	Gloucester (3 days) / Hardwick (Cheltenham) (2 days)
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
Pension	Peoples Pension Scheme – 4%-5% matched contribution

About the Role – Meet the Team

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

Our Safeguarding Officers are based across our Gloucester, Cheltenham, Hardwick 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 Safeguarding Lead / Safeguarding Officer, receiving, assessing and responding to safeguarding concerns and supporting the Designated Safeguarding Lead in fulfilling statutory safeguarding responsibilities.
- Lead on assigned student safeguarding cases, ensuring all safeguarding practice is child-centred with the best interests of children informing decision-making wherever appropriate.
- 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. Demonstrate professional curiosity and professionalism.
- Provide professional challenge where required and escalate concerns appropriately when safeguarding responses are not considered sufficient
- Maintain accurate and compliant records, demonstrating clear rationale, support and decision making.
- Share information appropriately and proportionately with relevant professionals and agencies to safeguard children and young people, in line with statutory guidance, confidentiality requirements and data protection legislation

Support & Intervention

- Provide one-to-one intervention, advice and support for students experiencing difficulties.
- Lead responses to concerns involving child-on-child abuse, including sexual violence, sexual harassment, discriminatory incidents, harmful sexual behaviour and online abuse.
- Work collaboratively with Student Mentors to ensure learners are effectively signposted to additional welfare and well-being services.
- Assess and respond to risks outside the home, including criminal exploitation, sexual exploitation, serious violence, county lines, missing episodes, radicalisation and other contextual safeguarding concerns.
- Recognise and respond appropriately to concerns relating to radicalisation, extremism and vulnerability to terrorism in line with the Prevent Duty.
- Support emergency or crisis situations alongside the Duty Manager, responding appropriately to serious incidents.
- Recognise, record and respond to prejudice-based harm, including racism, faith-based prejudice and other discriminatory behaviours, ensuring concerns are considered within safeguarding practice
- Identify and respond to online safety concerns, including online abuse, exploitation, harmful content, cyberbullying, AI-generated imagery, and risks associated with the use of digital technologies.

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.
- Participate in college training and development activities.
- Support college events, including open evenings.





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	– GSCP Safeguarding Level 3 Understanding Child Protection qualification or equivalent experience – Experience contributing to or leading multi-agency meetings (e.g. CIN, CP, TAF) – Experience of: ○ Responding appropriately to disclosures of abuse ○ Undertaking risk assessments and safety planning ○ Maintaining accurate safeguarding records
Desirable	– Demonstrable experience managing safeguarding or welfare cases involving children or young people – Experience managing high-risk or complex safeguarding cases – Experience of chairing safeguarding or disciplinary panels – Knowledge of key safeguarding risks affecting young people, including: ○ Child sexual and criminal exploitation (CSE/CCE) ○ Serious youth violence, gangs, knife crime ○ Domestic abuse and harmful relationships ○ Mental health and self-harm ○ Online safety and harmful sexualised behaviour



The Perfect Person for us will demonstrate

Abilities	– Demonstrates a child-centred and trauma-informed approach – High levels of resilience, emotional intelligence and professional integrity – Ability to remain calm and decisive under pressure – Commitment to safeguarding, equality, diversity and inclusion – Willingness to engage in reflective practice and supervision
Job Circumstances	– 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.

About the College – Our Expectations

- Take an active part in the Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment. Safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions, convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The





College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check appropriate to the role.

