

Come to work at SCL, have fun, feel inspired and be inspiring! Every single person who works at SCL is making a difference in our local communities and having a huge impact on children and young people's lives.

Founded in 1999, SCL is the UK's largest provider of education and skills training within the sports and active childcare sector working with grassroots Academies through to Premiership Football Clubs such as West Ham Foundation, Premiership Rugby, and Elite Cricket Clubs, positively impacting the future prospects of children and young people.

When you join us, you will see that working for us is more than just a job - you will be part of a team who have built a highly successful, fast-growing business.

The primary purpose of this job role is: To provide a high quality, responsive service to staff and partners who are working directly or indirectly with service users faced with welfare and safeguarding issues, in accordance with statutory responsibilities and making referrals to appropriate agencies when required. To be responsible for maintain comprehensive recording of individual case management.

This position will be covering the North of the country.

The primary duties, tasks and responsibilities of this job role are to:

- To maintain concern case management records that are accurate, up-to-date, confidential documentation that is stored in line with statutory guidance and provides a comprehensive chronology of completed intervention.
- Provide an advisory service for staff in dealing with student safeguarding concerns.
- Monitor and coordinate safeguarding referrals through MyConcern ensuring interventions are timely and responsive, in line with child protection legislation and statutory guidance; Keeping Children Safe in Education (KCSiE).
- Responsible for the safeguarding duty phoneline, responding to calls when needed.
- Support Head of Safeguarding with coaching relevant staff to develop effective relationships which engage students, especially those identified as being at risk of leaving their course or failing to achieve, to remove potential barriers, so that assistance and support can be offered within a professional relationship on an ongoing basis if appropriate.
- Ensure effective signposting of services and referrals by developing good working relationships with other stakeholders including parents/carers, delivery staff and professionals from external specialist voluntary, statutory and community agencies.
- To make referrals, when necessary, by liaising with the Head of Safeguarding (Designated Safeguarding Lead) and then with relevant agencies.

- Attend relevant meetings, as and when required
- Undertake multi-site visits nationwide on a fortnightly basis to support the consistent delivery process in line with company safeguarding policies and procedures.
- Prepare written case management reports on request liaising with relevant internal staff. **Provide general administrative support to Head of Safeguarding as and when required.**
- Produce risk assessments and support plans to safeguard service users and share as appropriate with other individuals with consent, adhering to SCL Education Group Ltd privacy statement.
- Ensure that data protection and client confidentiality requirements are met, including the confidential storage of client records, obtaining client permission (where appropriate) before sharing information, assessing risk and where appropriate breaking confidentiality in order to ensure the health and safety of individuals.
- Use SCL Education Group Ltd information systems (including Promonitor) to maintain accurate records of all interactions and interventions.
- Support the Head of Safeguarding to deliver training to the wider group staff on specific safeguarding topics.
- Support the Head of Safeguarding to develop safeguarding practice and documentation and to embed the organisations Safeguarding and Mental Health Strategy.
- To work as an integral member of the Safeguarding team supporting front facing staff as necessary to improve outcomes for our service users.
- To adhere to SCL Education Group Ltd equal opportunities policies, procedures and practices.
- To undertake such other duties as may be reasonably require commensurate with the grade of the post, at the initial place of work or any other group site.
- Undertake mandatory safeguarding and child protection training including updates and other professional development activities to ensure that the organisation is compliant in meeting its statutory duty in safeguarding practice. (KCSiE 2022)

The resource management responsibilities of this role are:

- Financial: Nil
- People Management: Nil

- Other: Nil

Special conditions or working arrangements applicable to this role are;

- This post is defined as regulated activity. The post holder is required to hold an enhanced DBS disclosure check deemed acceptable to the organisation and to be re-checked every 3years.
- SCL Education Group Ltd is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Please note that this job description is current as at the date shown above. In consultation with you, it is liable to change to reflect changes in the job.

The safety and welfare of children is paramount to SCL, all applicants will be subject to thorough background checks to ensure their suitability to work with children. These will include, but are not limited to; reference checks, police checks, DBS checks and qualification checks.

SCL are an inclusive employer. We will endeavor to meet your needs to ensure that you have equal opportunities during the interview process. Therefore, If you are neurodivergent, have a learning difficulty, or disabled, please let us know in advance of your interview if you require any alternative arrangements.