



Job Title:	Deputy Designated Safeguarding Lead
Department:	Group Education Services
Location:	Home based
Position:	Permanent, Full-time
Reporting to:	Head of Safeguarding

Job Background and Purpose

BPP is looking for a Deputy Designated Safeguarding Lead on a full-time basis to join the expanding established Safeguarding Team within BPP Education Services.

You will play a key role in supporting the Head of Safeguarding in the operational success of the Safeguarding department across its range of activities. You will contribute to the implementation of our Safeguarding strategy, ensuring that current students have access to – and engage with – safeguarding and wellbeing support. This will involve developing and maintaining a network of support services inside and outside of BPP, ensuring that our students are well supported to achieve their academic goals. You will make a key difference in ensuring our Safeguarding provision provides a first in class service that caters to our university and apprenticeship provision, our increasing international demographic, engages with outreach and widening participation activities, and is accessible, inclusive and equal for all learners at BPP.

Key internal stakeholders for this role to work with include: Admissions; Finance; Student Records; Apprenticeship and University Schools; Quality and Compliance; Learning and Teaching; Marketing; Equality, Diversity and Inclusion; Inclusion and Learning Support; Student Experience, and BPP Students' Association. Key external relationships include a wide spectrum of employers, including BPP's client firms and professional bodies.

We take our duty to safeguard our students seriously and the successful candidate will share our passion for this. An enhanced DBS check is required for this role.

Key Responsibilities

1. Managing and responding to Safeguarding and Prevent referrals from the inboxes and helpline whilst maintaining a caseload and identifying the most appropriate Safeguarding support plan for individual students. This involves scheduling regular contact to ensure they are supported
2. Keeping daily Safeguarding records according to BPP Group Safeguarding policies and procedures and maintaining accurate records, analysing, understanding and presenting data, ensuring confidentiality at all times
3. Working on projects and producing material on topics such as homelessness, consent and domestic violence. Being active on staff and student groups promoting mental health and welfare initiatives including on the Virtual Campus.
4. Maintaining a comprehensive understanding of Safeguarding policies and procedures at BPP and in the wider education sector.
5. Maintaining open channels of communication with Safeguarding and Prevent partnership agencies and horizon scanning for regulatory updates

6. Assisting with staff training, student engagement and standardisation in Safeguarding, Prevent and British Values and providing Safeguarding support to BPP staff as required
Supporting the work of Group Education Services, as directed by the Pro Vice Chancellor, performing from time other such duties that may be consistent with the post.

Candidate Criteria

	Essential	Desirable
Education and Qualifications		
A degree (or equivalent qualification) or relevant professional experience.	Yes	
Recognised, relevant professional qualification in the field of Safeguarding e.g. DSL level 3, Counselling Diploma		Yes
Recent evidence of relevant and continuing professional development in the field of safeguarding/student support/welfare/mental health	Yes	
Relevant postgraduate qualification		Yes
Experience and Knowledge		
Experience of managing a caseload and providing wellbeing/pastoral support/ student support services within a large, complex environment such as Higher/Further Education, NHS, Social Work sector to clients with moderate to complex safeguarding concerns, including in crisis situations, from diverse cultural and social backgrounds.	Yes	
Experience of working in a multi-agency team approach, with the ability to build effective working relationships, partnerships and referral routes with key internal and external stakeholders (e.g. GPs, NHS mental health services and third sector support agencies)	Yes	
Knowledge of Prevent and British Values in education sector	Yes	
Experience of developing safety/crisis/support plans	Yes	
Clear understanding and professional awareness in relation to data protection/GDPR requirements, dealing with highly confidential information, protection of vulnerable adults/safeguarding, and duty of care responsibilities.	Yes	
Up to date knowledge of current issues in mental health, well-being and welfare with a particular focus on higher education and it's regulatory bodies i.e. Ofsted, OFS and DfE.	Yes	
Experience of understanding, analysing and presenting data related to safeguarding and welfare metrics.	Yes	
Experience of delivering training to staff supporting learners.		Yes
Competencies and Skills		
Resilient, confident and passionate about improving wellbeing and mental health, with an ability to sustain professional practice with warmth and integrity - especially when under pressure.	Yes	
Able to work autonomously, to take decisions and use professional expertise with appropriate support from colleagues.	Yes	
Self-reflective, with highly developed interpersonal and emotional intelligence skills.	Yes	
Excellent communication, organisation, problem solving and time management skills, with an ability to engage a broad and diverse range of stakeholder groups.	Yes	

Understanding of the diverse support needs of the changing learner and academic community, enhancing the overall quality of the student experience and championing the service to others.	Yes	
Excellent attention to detail, with ability to prioritise tasks, work to deadlines, excellent written communication and report writing skills and ability to see projects through to a successful outcome.	Yes	
Commitment to the on-going need to understand and develop practice that recognises the importance of diversity and inclusion with reference to disability, religion or belief, ethnicity, sex, marital or civil partnership status, sexual orientation and gender identity	Yes	
Excellent digital literacy skills, and competent in a variety of online/digital tools.	Yes	