

# Safeguarding Officer

Required



[bigcreative.education](https://www.bigcreative.education)



# Welcome to Big Creative Training

Big Creative Training (BCT) is a well-established and expanding creative industry training provider with more than twenty years' experience of delivering positive outcomes for learners. Our mission is to improve the lives of young people through high quality training and creative industry experiences, and we also take pride in ensuring staff are encouraged to flourish and feel excited to be a part of BCT.



As an organisation we provide a supportive, developmental environment with a creative and innovative approach to education. Choosing to work for BCT will enable you to be part of a successful organisation that offer a good work-life balance to all employees, which includes a flexible working approach, a friendly, positive and purposeful working environment, and plenty of opportunities for social interaction between colleagues.

We are an employer which champions equality, diversity, and inclusion. We work with integrity and passion, and are fiercely committed to creating a truly meaningful work environment, where individuals are empowered with the tools, technology, and training to unleash their full potential.

This is an exciting time to join BCT. We are expanding to launch our new world-class Digital Future Campus in September, including industry standard training rooms, equipment, VFX studios, e-sports arena and editing suites.

We have more than 500 young people per year enrolled onto our vocational training programmes including apprenticeships, and learners take qualifications in maths and English if needed. We have great industry links and work with over 100 creative sector employers and SMEs.

BCT also operates **Creative Works** - a creative industry coworking space as part of our group, giving learners and staff access to an exciting community of creative businesses to support learning and progression.

## Benefits of working for BCT

- Company pension scheme
- Employee assistance programme including healthcare cashback
- Bike to work scheme
- Supportive, caring and developmental environment
- Excellent career development opportunities and performance recognition
- Staff social events
- Interest free loans for emergencies or professional development
- Cycle to work scheme

[BCT culture video >](#)



*“Leaders and staff successfully ignite young people’s enthusiasm for learning.”*

Ofsted

# What our learners and graduates say...

96% of learners at BCT say their overall experience is good. Here's what they had to say...

*"The teachers always find time to help."*

*"I love the small class sizes, and the fun environment created."*

*"I get to do something I love with other people who have the same interests as me."*



*Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.*

**Georgia**



*If it wasn't for BCT there's no way I would have become the person I am today. Thanks for helping me find myself!"*

**Amani**

# Safeguarding Officer

We are looking for an outstanding Safeguarding Officer to join our team based in Walthamstow, East London.

The Safeguarding Officer (SO) will work in a team with the Designated Safeguarding Lead (DSL) and be the first point of contact for staff and learners with safeguarding concerns. The SO will work with the DSL to support learners at risk including coordinating referrals to social care, attending and contributing reports for relevant meetings and keeping careful records of actions. They will work with the DSL in developing and delivering training to college staff and updating relevant policies, procedures and guidance as necessary.

This is an exciting opportunity to work in a successful and diverse college across our various programmes: Alternative Provision, 16-19 Study Programmes, Creative Apprenticeship and Adult Education. Candidates will have maths and English at GCSE grade "C" or 4 or above, and will be educated to degree level with evidence of outstanding practice working in a similar environment.

Main duties and responsibilities – to work with and support the DSL to:

- Build relationships and work with learners and their parents / carers, BCT staff, external agencies and the wider community to secure good outcomes for learners and families especially those pupils who are deemed vulnerable
- Respond in a timely manner to safeguarding concerns to ensure learners are kept safe from harm
- Deputise for the DSL if they are unavailable, including attending meetings and making referrals to MASH or other appropriate agencies
- Encourage good practice by implementing, promoting and championing BCT safeguarding and child protection policy and procedures
- Respond appropriately to all disclosures or concerns which relate to the wellbeing of a learner
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and provide reports where required
- Work directly with children in need and their families to promote, strengthen and develop the potential of parents / carers to support children in order to prevent learners suffering significant harm or becoming looked after
- Liaise with statutory agencies and ensure they have access to all necessary information to make sound judgements and decisions about learners' welfare
- Initiate and refer learners to outside agencies and co-ordinate referrals
- Liaise with college staff in initiating multi-agency referrals for learners
- Ensure that vulnerable learners who are victims of abuse and maltreatment are supported appropriately and sensitively and that all actions from planning and interventions meetings are successfully carried out and monitored
- Collate and produce statistical and other information with regards to safeguarding and child protection
- Plan and deliver safeguarding training within the college including induction and refresher training
- Attend and participate in Child Protection Conferences and Planning and Review meetings, some of which may take place out of normal working hours, working closely with colleagues in external agencies as required
- Contribute to professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm
- Maintain confidentiality at all times, and ensure appropriate confidentiality is maintained by all staff during safeguarding processes
- Act as a source of support, advice and expertise for all staff, for learners and their families

Desired qualities:

- Experience of working in the field of safeguarding, with relevant experience and qualifications
- Willingness to participate in further training and development opportunities
- Experience of planning and coordinating meetings in a time-pressured environment
- Significant organisational and administrative skills, supported by a proficiency with ICT
- Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality
- Excellent interpersonal skills and solution focused approach to professional relationships
- Ability to consult and negotiate with external agencies to reach the best outcomes for children and young people
- Ability to work under pressure and meet deadlines whilst still being polite and reasonable
- The ability to build and maintain relationships with the whole college community
- The ability to work in a demanding environment, meeting tight deadlines by prioritising and delegating as necessary

- Strong listening skills and the ability to deal with sensitive situations with integrity
- Ability to work as part of a team and demonstrate initiative
- A commitment to working in a busy college environment
- Flexible, motivated and committed to high standard of working, with a willingness to take on additional duties
- Good attendance and punctuality
- Adaptability to changing circumstances and new ideas
- Resilient and determined to achieve goals
- Committed to the ethos of the college
- Working with young adults mental health qualification

## Salary and days of work

Salary is £28,163 full time

Actual pay for this part time position is £23,094

Start date 5<sup>th</sup> September 2022

39 weeks per year (term time plus 3 weeks) plus holiday pay

35 hours per week

Permanent position

### How to apply

You must be eligible to work in the UK and possess a UK work permit if you need one.

Please note this job is based in London and cannot be done remotely.

For an informal conversation about the role please call Elaine Smith on 07525 715 389 . If you wish to apply you must complete the application form found at [www.bigcreative.education/bct-staff-application-form](http://www.bigcreative.education/bct-staff-application-form) by 9am on **22nd July 2022**.

BCT is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.

### For teaching positions only

We welcome applications from industry professionals who wish enter teaching via the full teaching qualification with support funded by the Taking Teaching Further scheme. This will allow you 6 months of reduced timetable for training and support whilst receiving full pay and cover all qualification costs over the two years of study'.



**TAKING TEACHING  
FURTHER**

# What our staff say...



*I like the progressive nature of the college and how we are always looking to expand and offer a more rounded experience for the learners.*

**The best part of my role is being able to make a positive difference to the lives of many, supporting our young people in seeing their potential.**

*There is fantastic communication between members of staff and the management team.*

**I feel supported and encouraged in my role, inspired to continue working to deliver high quality and engaging material.**

*The staff get on well with each other and work together positively to benefit the organisation.*

**Lovely working environment with a supportive team and great students.**

*What we do, individually, and overall, makes a huge impact on the lives of these young people and empowers them.*

**I like the collaborative culture and genuine care for staff, with time and energy invested.**

*BCT is a small organisation with a big heart and a great mission to develop learners from disadvantaged communities.*

**I am trusted by my manager to use initiative and develop my area as I see fit. I feel trusted and valued in my ideas and opinions.**

*The environment at BCT is a huge stand out to me. The staff are diverse so it makes me feel very comfortable at work.*

**The absolutely fantastic team of staff that I work with – we all come from different walks of life yet share the same creative interests and goals in improving learner's experience and their lives in general.**

*The community feel to our college is second to none.*



To find out more about BCT and our approach to education please visit <http://www.bigcreative.education/>

Big Creative Training was rated “good” by Ofsted at our last inspection.

[Read the full report >](#)

### Useful links

[BCE careers video >](#)

[International work experience video >](#)

[Digital Future VR tour >](#)

[Games students showreel >](#)

[BCE highlights video >](#)

[Artist development >](#)



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