JOB DESCRIPTION

Job Title:	**Safeguarding and Wellbeing Team Leader**
Current Grade:	**Band H**
Department	**Student Experience**
Reports to (Job Title only):	**Student Experience Manager (Learning Development and Wellbeing)**
Date Form Created:	**21st April 2026**

1. Main Purpose of the Job:

The Team Leader for Safeguarding and Wellbeing will be responsible for leading on safeguarding and associated developments for Edinburgh College. They will ensure the college meets essential outcomes on Safeguarding, Prevent, wellbeing, Gender Based Violence and period poverty initiatives.

The post holder will carry out the duties of designated Safeguarding Lead. They will liaise with key Partners and carry out/support risk assessments to make professional judgements. This designated safeguarding lead will have the appropriate status and authority within the college to carry out the duties of the post.

The post holder will be required to work closely with social work, protection agencies and other official bodies where appropriate. They will also engage with Prevent initiatives and college policies.

2. Main Duties:

The post holder will be designated safeguarding college lead with responsibility for safeguarding and child Protection.

They will support staff and make appropriate decisions regarding the safeguarding of students.

Responsible for recording incidents on systems i.e. Top desk and Pro-monitor.

They will engage in designated Child Protection Officer training where required.

Keep informed of changes to safeguarding and child protection legislation and best practice within the Sector.

To provide advice and support to staff on safeguarding, welfare and child protection.

Engage in strategy discussions and interagency meetings – and/or to support other staff to do so – and to contribute to the assessment of students where appropriate.

They will be responsible for appointing, training and coordinating a network of designated safeguarding champions at each campus, who will provide additional points of contact for staff and students to advise on s procedures.

Lead on protection of students from trafficking and other initiatives to protect the safety of students.

To work the Student Wellbeing Adviser to support the wellbeing of students.

To liaise with staff to be aware of supports for vulnerable students e.g. care experienced, estranged and young carer.

To provide appropriate interventions for students in emotional distress including Mental Health First Aid and suicide intervention, including referral and liaison with relevant external bodies.

To work proactively with, learning support, LDT's and external organisations to ensure a student's support needs are catered for.

To provide a tactful and meaningful response to each individual engaged in the service.

To liaise with other departments to ensure Scottish Governments outcomes are met with GBV and Period Poverty.

To work with Organisational Development to develop and deliver training for staff.

To promote the mental health and wellbeing of Edinburgh College students and refer to other services where appropriate.

Attend and actively participate in support and curriculum meetings to ensure that teams and managers are kept fully aware of safeguarding, wellbeing and related issues.

Identify and undertake appropriate staff development and maintain personal CPD record.

Note: In addition to these duties, must observe and adhere to the College's Health and Safety policy and procedure. Employees are required to carry out such other duties as may be reasonably required.

3. Position in Organisation

The postholder is responsible for the day-to-day operational leadership, support and supervision of a team of approximately seven staff, ensuring the effective delivery of services in line with organisational objectives, policies and values. The post holder provides clear direction, promotes high standards of performance and acts as a key link between frontline staff and management.

Reporting directly to the Student Experience Manager, the Team Leader translates strategic priorities into operational practice, monitors team performance, and ensures that work is delivered efficiently, consistently and to a high standard. The role requires the ability to balance people management responsibilities with operational demands, while fostering a positive, inclusive and accountable team culture.

The post holder acts as a first point of escalation for queries, issues or concerns arising within the team, using professional judgement to resolve routine matters and escalating more complex or high-risk issues to the Manager as appropriate. They are expected to contribute constructively to problem-solving, service improvement and change initiatives, sharing feedback from the team to inform decision-making.

4. Dimensions and Limits of Authority:

The post holder, supported by Assistant Principal Student Experience and Student Experience Manager (learning Development and Wellbeing) has the authority to making decisions on safeguarding matters, managing safeguarding concerns and ensuring compliance with safeguarding policies and procedures.

Additional responsibilities include providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so.

5. Key Contacts/Communication:

The postholder plays a pivotal role in ensuring effective, timely and appropriate communication across the college and with external agencies to safeguard children, young people and vulnerable adults. The post holder acts as a central point of coordination, advice and escalation for safeguarding concerns, ensuring that information is shared lawfully, proportionately and in line with statutory guidance.

The postholder will maintain close and regular communication with both internal and external stakeholders.

6. Qualifications, Knowledge and Experience:

Essential Qualifications:

- Educated to SCQF Level 9 or equivalent

Desirable Qualifications:

- A qualification in safeguarding

Essential Experience:

- Experience in supporting individuals in crisis
- Experience of working in partnership within a multi-disciplinary team or with external stakeholders and associated agencies

Desirable Experience:

- Have significant knowledge and experience of safeguarding

Essential abilities/skills

- Able to offer calm, balanced assessment, to give considered advice by phone, email and in person and to manage complex cases under pressure
- Excellent verbal and written communication skills to ensure a tactful and sensitive response to students and the provision of effective advice and guidance to staff.
- Well developed ability to approach complex situations with tact, diplomacy, care and compassion

Desirable abilities/skills

- An in-depth knowledge and experience of safeguarding approaches, including child protection and Prevent

- Experience in the facilitation and delivery of personal development training
- Knowledge of appropriate assistive technology to support students
- Experience in risk assessment and crisis management

7. Working Environment / Sensory and Physical Demands

The working hours are 35 hours per week, with some flexibility on start and finish times. The role is primarily based onsite at the Sighthill campus, although the postholder will be expected to work across all campuses as needed. There will be limited opportunity for the postholder to work from home during college term time due to the nature of the role.

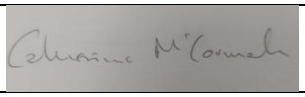
The role is based within a dynamic further and higher education college environment, which may include classrooms, offices, student support areas and shared campus spaces. The post holder will work in an active and sometimes fast-paced setting, where priorities can change in response to learner needs, safeguarding concerns or operational demands.

There may be exposure to emotionally challenging situations, including dealing with students experiencing distress, anxiety, behavioural difficulties or safeguarding concerns, requiring emotional resilience and professional judgement.

Sustained concentration and attention to detail are required, particularly when handling sensitive information, maintaining accurate records, and interpreting policies or procedures. The role involves regular verbal communication, both face-to-face and via telephone or online platforms, often requiring the ability to communicate clearly, calmly and sensitively.

The role is generally sedentary, involving prolonged periods of sitting or desk-based work, with regular movement around the campus.

APPROVAL

Signature – Line Manager	
Name	Catherine McCormack
Job Title	Student Experience Manager (Learning Development and Wellbeing)
Date	24/04/2026