



Education, Welfare and Safeguarding Officer



Dear Applicant,

Thank you for taking the time to explore this opportunity with us at Endeavour Learning Trust.

Finding the right place to work means discovering somewhere you feel you truly belong. As you read through this pack, I hope you get a sense of what makes our Trust special: a community of people who care deeply about one another, about the children and families we serve, and about doing this work in a way that feels human, respectful, and full of purpose.

At Endeavour, we are proud of the diversity across our schools. We want people to feel they belong here and to bring their whole selves to work, with all their individuality, experience, and perspective. We believe that approach strengthens us as a Trust and enriches the lives of our children and young people.

We are a growing family of schools across the North West. Each school has its own identity and context, and that matters to us. What connects us is a shared commitment to inclusion, kindness, and ambition for every child. We believe deeply that education should recognise each child as an individual. Every child matters, every colleague matters, and every school matters.

Collaboration sits at the heart of how we work, but it is grounded in trust and respect rather than uniformity. It is about supporting one another, learning together, and knowing you are part of something bigger. Just as importantly, we place real emphasis on looking after our people. We want every colleague to feel supported, trusted, and able to grow both professionally and personally.

If you are someone who wants to make a difference, values community, and is looking for a place where you can be yourself and continue to grow, I hope you will feel at home here.

Thank you again for your interest in joining us. We look forward to receiving your application.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'DCL', with a stylized, flowing underline.

David Clayton
Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformational

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

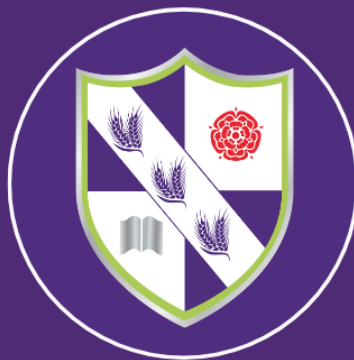
We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



**LINAKER PRIMARY
SCHOOL**



**CHURCHTOWN
PRIMARY SCHOOL**



**TARLETON
ACADEMY**



**NORTHBROOK
PRIMARY ACADEMY**



**WOODLEA JUNIOR
SCHOOL**



**ENDEAVOUR
LEARNING TRUST**



**ORMSKIRK
SCHOOL**



**BURCOUGH
PRIORY ACADEMY**



**WELLFIELD
ACADEMY**



**STRIKE LANE PRIMARY
SCHOOL**



**BRINDLE GREGSON
LANE PRIMARY**

Why join Endeavour?



Fantastic pension schemes:
Teachers Pension Scheme and
Local Government Pension
Scheme



Access to 24/7 SAS
Health & Wellbeing service.
Counselling, Physiotherapy,
Private Medical and more



Free membership with
Vivup Employee Benefits,
Lifestyle Savings & Cycle to
Work Scheme



Automatic pay progression for
both Teaching and Support staff
in line with their grading
structure



Excellent CPD Offer for all
colleagues to truly support each
stage of your professional
development



Our Trust values guide
everything we do, creating
purpose and a supportive
workplace.



Term time only contracts
OR 26 days annual leave
PLUS bank holidays. 32 days
following 5 years' service



We honour continuous service
with other local authorities or
multi academy trust



Access to our Learning
Management System and
flexibility around CPD to allow
you to learn at your own pace

Dear Applicant,

Thank you for your interest in the position of Education, Welfare and Safeguarding Officer at Churchtown Primary School.

I am delighted to send you the enclosed information about our school. I hope you will find it helpful and on behalf of the whole school community, we would like to take this opportunity to extend a very warm welcome.

Churchtown Primary is part of Endeavour Learning Trust and has thrived as part of a successful family of schools. Our children are hardworking, enthusiastic and keen to work with their teachers and the support staff to get the very best out of each and every day at school.

Ours is a happy school; we work together for the good of the team and we are a team where everyone is valued as an individual. In our school we have high expectations but also a pragmatic emphasis on challenge and support. This counts for children and staff, teaching and non-teaching, everyone wants the best for everyone else.

In our team, our staff are committed to improving the experience of our children with a genuine desire to help them become the best person they can be. They are wholly optimistic and driven to making the school the very best it can be. Underpinning all we do is a commitment to developing the children in our school to become kind, well rounded and confident learners. We want to develop young people who believe in, and have the skills, to realise their own worth and potential.

The Trustees and our Local Academy Council are extremely proud of the school's journey and successes to date. We are committed to promoting an ethos and culture of high aspiration and celebration, whilst providing a friendly and inclusive environment underpinned by a pastoral care system that values every member of the school community.

If you would like to discuss any aspect of this post further, please do not hesitate to contact us through the school email address office@churchtown.org.uk or leave a message on the school answer phone 01704 508500.

Yours faithfully,

Mrs Jinnie Payne
Headteacher

Education, Welfare and Safeguarding Officer

Full time, Permanent, Term time only plus 4 weeks

Grade 8 SCP 25-30

FTE £36,363-£40,777

Actual Salary £33,982.88-£38,107.96 (pending NJC pay award)

Required for September 2026

Are you passionate about helping children and young people thrive both in and beyond the classroom? We are looking for an experienced, compassionate and proactive **Education, Welfare and Safeguarding Officer** to join our dedicated team. This is a rewarding opportunity to play a pivotal role in supporting the safety, wellbeing and educational success of our pupils, working closely with families, staff and external agencies to ensure every child receives the support they need.

As a key member of our pastoral team, you will lead on safeguarding across the school while providing targeted wellbeing and pastoral support to children and young people. You will be instrumental in removing barriers to learning, promoting positive outcomes and ensuring that safeguarding remains at the heart of our school community.

We are looking for someone who is able to:

- Act as a **Designated Safeguarding Lead**, taking responsibility for safeguarding and child protection across the school
- Provide effective pastoral support, mentoring and guidance to children and young people.
- Build positive, professional relationships while maintaining appropriate boundaries.
- Manage safeguarding caseloads, lead meetings and work collaboratively with families, staff and external agencies.
- Provide staff training and promote a strong safeguarding culture across the school.
- Work effectively as part of a pastoral team, managing competing priorities and workload.
- Demonstrate excellent organisation, communication and confidentiality skills, with the ability to remain calm under pressure and reflect on practice.

You will be expected to:

- Act as a permanent Deputy DSL, with potential Lead DSL maternity cover responsibility (2026–27, dependent on experience).
- Champion a strong safeguarding culture, ensuring policies, procedures and staff practice are embedded and effective.
- Manage safeguarding concerns, referrals, accurate records, reports, child protection files and information sharing with relevant agencies.
- Work closely with school leaders, Trust colleagues and external partners, attending multi-agency meetings.
- Support pastoral provision, behaviour, attendance, transitions, reintegration and pupil welfare initiatives.
- Develop partnerships and interventions to address barriers to learning and wellbeing.
- Contribute to safeguarding policy reviews, staff training and ongoing DSL development.
- Undertake home visits and work with families to promote positive outcomes.
- Monitor pupil plans, progress and support arrangements.
- Manage safeguarding communications and provide DSL support throughout the year, including extended nursery/wraparound provision.

This is an exciting opportunity to join a supportive school community where you will have a genuine impact on the lives of children and young people. If you are passionate about education, wellbeing and safeguarding, we would love to hear from you

To apply, please complete our online application form via My New Term with reference details and supporting summary to demonstrate your suitability to the post.

All applications must be submitted by 9am on Monday 10th August 2026. Interviews are to be confirmed.

If you require any further information, please contact our Central HR team at vacancies@endeavourlearning.org

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

Education, Welfare and Safeguarding Officer



Job Purpose

- To fulfil the role of Deputy Designated Safeguarding Lead (potentially Lead DSL) and support the work of the Lead DSL and school leaders in embedding a strong safeguarding culture.
- Support the Designated Safeguarding Lead (DSL) in safeguarding and promoting the welfare of all pupils.
- Respond to safeguarding concerns in line with statutory guidance and school procedures.
- Work with staff, families and external agencies to ensure children receive appropriate support.
- Promote a strong culture of safeguarding across the school.
- Assist in ensuring safeguarding policies and procedures are implemented effectively.
- Ensure the school meets all statutory safeguarding responsibilities.
- Manage safeguarding concerns and referrals, working with pupils, families and external agencies.
- Provide advice, guidance and support to staff on safeguarding matters.
- Promote a culture where safeguarding is everyone's responsibility and all children are kept safe.
- To support the work of the Attendance Officer in undertaking casework for identified families with barriers to attendance.
- Collaborate with all staff on delivering individual and group support to children with identified barriers to learning.

General Responsibilities:

- To be DSL to ensure that all operational activities for safeguarding are fulfilled, including making referrals to external services and attending meetings for children and their families on all levels of the continuum of need.
- Be an advocate for children, encouraging a culture of listening and taking account of their wishes and feelings, including working with families, staff and external agencies.
- Maintain accurate records, including promoting appropriate use of CPOMS amongst staff, and produce reports where required, including for multi-agency meetings.
- Liaise with relevant staff in relation to safeguarding and welfare (including online safety) and when deciding whether to make a referral to external services so that children's needs are considered holistically.
- Take responsibility for staff training across the school and ensure own CPD to keep up to date with all legislative changes/statutory requirements.
- Support leaders in evidencing and reflecting on whole school safeguarding culture through report writing and completing section 175/157 audit for local safeguarding partnership.
- Liaise with school leaders and, where available, the mental health support team, where safeguarding concerns are linked to mental health.
- Identify the needs and assess those pupils requiring extra support and contribute to the development of individual action plans for targeted pupils.
- Undertake direct work with children and families to identify and overcome barriers to learning, including attendance concerns.
- Promote supportive engagement with parents and/or carers through a range of mechanisms, including home visits.
- Work with school leaders, promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement at school.
- Understand the importance of information sharing, and the lawful basis for doing so as outlined in UK GDPR Law 2018, both within the school, and with other schools on transfer including in-year, primary to secondary education, and with the safeguarding partners, other agencies, organisations and practitioners.
- Undergo training for the role of Designated Safeguarding Lead in line with guidance and display a commitment to ongoing professional development.
- Undertake any other duties reasonably requested by the Headteacher

PERSON SPECIFICATION

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