



RECRUITMENT PACK

Safeguarding Officer

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WELCOME FROM CLAIRE HUNT, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining St Augustine's RC High School.

St Augustine's is a vibrant and outward-looking Catholic school rooted in Gospel values and the teachings of the Church. Christ is placed at the centre of all that we do, shaping a culture built on humility, compassion and recognition of the dignity of every individual. Our mission is lived out daily through our commitment to act humbly, love tenderly and seek God in all things.

This is an exciting new role for the St. Augustine's community as we seek to continue to develop our strong safeguarding culture. This role is crucial to promote a culture where colleagues and pupils have high aspirations, the determination to succeed, and opportunities to make exceptional progress.

We are proud of our strong reputation for high standards, excellent behaviour and exceptional pastoral care. Our pupils are ambitious, enthusiastic and deeply committed to their learning, and they are supported by a dedicated team of staff who work tirelessly to help every child fulfil their God-given potential. Our curriculum is broad, balanced and inclusive, ensuring that all pupils — including those with additional needs — are known, nurtured and challenged.

Our Catholic life and mission shapes every aspect of school life. This was recognised by the Diocese of Salford, who judged the school to be outstanding in all areas, praising our leadership, our sense of community and the exceptional quality of pastoral support offered to our pupils. Ofsted has also affirmed the strength of our provision, highlighting the positive relationships, strong community spirit and the high levels of success our pupils achieve as they prepare for their next steps.

If you are considering joining us, I hope this recruitment pack provides a sense of the values, aspirations and culture that define our school. We are a welcoming, hardworking and supportive community, and we look forward to welcoming colleagues who share our commitment to excellence, faith and service.

We look forward to receiving your application.

Yours faithfully,

Claire Hunt

WELCOME FROM FRANCIS HINDLE, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

St Augustine's is an oversubscribed mixed 11-16 Roman Catholic High School. From our original intake of 450 pupils in 1963 we have grown steadily in popularity and are now one of the largest Catholic high schools in Lancashire. Our location is enviable. Surrounded by fields, with Pendle Hill as a backdrop, we enjoy a beautiful rural setting. Billington is a short walk from the ruined twelfth century Cistercian Abbey of Whalley, one of the most attractive villages in the Ribble Valley. The school is also a short drive away from the market town of Clitheroe, dominated by its little castle, and the Pendle villages associated with the seventeenth century witchcraft trials. The Ribble Valley is a lovely part of the world, often listed in the "Best Places to Live in the UK" surveys, and despite being largely rural, its population is rising.

The school has a large catchment area. We have ten partner primaries, four of which are small rural schools. Around 95% of the Year 6 pupils in our partner primaries move on to us. The socio-economic profile of our intake is diverse and reflects our comprehensive nature. In December 2022, St Augustine's joined the Romero Catholic Academy Trust, one of the three Multi Academy Trusts (MAT) established by the Salford Diocese. You can find out more at www.romerocat.com

If you are the successful candidate, you will be a welcome addition to our school. Our school website, www.sarchs.com, has a wealth of information about life at St Augustine's so do please take a look at it if you would like to learn more about our school.

Yours faithfully,

Francis Hindle

JOB ADVERT

SAFEGUARDING OFFICER

PERMANENT/FULL TIME – 37 HOURS, TERM TIME PLUS 1 WEEK

GRADE 7 PT 19-25

£32,062-£36,363 FTE (£27,823-£32,420 PRO RATA)

RESPONSIBLE TO: DESIGNATED SAFEGUARDING LEAD (DSL)

MAIN LOCATION: ST AUGUSTINE'S RC HIGH SCHOOL

REQUIRED TO COMMENCE 1ST SEPTEMBER 2026

St Augustine's RC High School is a large and friendly school, under the Trusteeship of the Salford Diocese and part of the Romero Catholic Academy Trust, which welcomes pupils of all Christian denominations and world faiths or no faith. Our community is one in which we aim for our pupils to be safe, happy and successful in a positive atmosphere where every person is known, valued and given the support and guidance they need while being excited by the challenges and opportunities before them.

We are looking to appoint an experienced and committed safeguarding officer who will play a central role in shaping a safe, supportive, across our school, where all pupils can thrive. Join our dedicated team and make a real difference in the lives of children and families.

This is an exciting opportunity to play a key role in shaping the lives of young people within a supportive Catholic community.

If you are committed to protecting and advocating for young people, and confident in leading whole-school safeguarding practice, we would love to hear from you.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01254 823362** or **Head@sarchs.romerocat.com**.

If you wish to apply please do so via the My New Term platform following the link https://mynewterm.com/sch_job_ads

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Monday, 27th April 2026 (12 noon)
Shortlisting Date	Week commencing Monday, 4th May 2026
Interview Date	Week commencing Monday 11th May 2026

SAFEGUARDING OFFICER

JOB DESCRIPTION

- Assist DSL with all matters of safeguarding and child protection, including online safety and understanding the filtering and monitoring systems and processes in place.
- Contribute to creating a safe and welcoming learning environment.
- Be available during all school hours during term time for staff to discuss any safeguarding concerns.
- Generally, this should be in person; however, they may be available virtually in exceptional circumstances. The postholder will actively support and promote the Catholic ethos of the school, ensuring that all pupils are treated with dignity, compassion and respect.

MAIN DUTIES AND RESPONSIBILITIES

MANAGING REFERRALS

- Act as the first point of contact for staff members raising safeguarding and child protection concerns.
- Identify pupils who may be at risk and use the correct referral protocol to reduce these risks.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.
- Refer cases of suspected child protection issues to the appropriate investigating agency, e.g. children's social care services (CSCS), the police and Channel.
- Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary for a referral to be made.
- Liaise with the LA and follow up any referrals made, ensuring the school aids the LA's work where necessary.

WORKING WITH OTHERS

- Act as a source of support, advice and expertise for all staff regarding child protection and safeguarding matters.
- Engage with children's social care and specialist services as required. Continuously keep the DSL/Headteacher informed of any safeguarding issues or ongoing enquiries.
- Ensure the governing board is kept up-to-date on a regular basis regarding all child protection issues and investigations.
- Have a good knowledge of local inter-agency arrangements led by the three safeguarding partners (the LA, integrated care boards, and a chief officer of police from within the LA), and act as the main point of contact with the safeguarding partners.
- Have a working knowledge of how LAs conduct a child protection case conference and be able to attend these, as well as effectively contribute to these when required.
- Work with staff (particularly teachers, pastoral staff, the school nurse, IT technicians, the senior mental health lead and the SENCO) on safeguarding matters.
- Liaise with the senior mental health lead where safeguarding concerns are linked to mental health.
- Promote supportive engagement with parents in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

- Work with the DSL/Headteacher and other key members of staff, taking the lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on these pupils.
- Assist the DSL in writing reports to the governing board and Headteacher in a timely manner.
- Take part in strategy discussions and inter-agency meetings.
- Act as a point of contact for families in need of support
- Support vulnerable and 'at risk' families in a manner appropriate for individuals needs including home visits when required.

INFORMATION SHARING

- Ensure child protection files are kept up-to-date.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Where necessary, securely transfer child protection files, and any additional safeguarding information considered appropriate, to other educational establishments, ensuring that confirmation of receipt is obtained.
- Understand the importance of information sharing with appropriate staff and external agencies.
- Work in line with relevant data protection legislation, including the Data Protection Act 2018 and UK GDPR.

RAISING AWARENESS

- Assist the DSL to ensure that child protection policies and procedures are understood by all staff members and are implemented correctly.
- Liaise with the safeguarding partner arrangements to ensure staff are aware of any training opportunities and the latest local policies on safeguarding arrangements.
- Assist in promoting educational outcomes by sharing information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with staff.

TRAINING

- Attend comprehensive safeguarding and child protection training at least every two years. Undertake Prevent awareness training.
- In addition to formal training, update knowledge and skills at regular intervals and at least annually. •Understand the assessment process for providing early help and intervention and take the lead when early help is appropriate.
- Provide safeguarding and child protection guidance to the school safeguarding team, where appropriate.
- Provide advice and support to staff members regarding child protection issues such as radicalisation. Assist the DSL to keep staff members up-to-date with guidance regarding safeguarding, including the Prevent duty.

WORKING WITH PUPILS

- Encourage a culture of listening to pupils and taking account of their wishes and feelings throughout the school and its procedures.
- Understand the difficulties pupils may have in approaching staff about their circumstances and ensure trusted relationships are built.
- Be alert to, and understand, the specific needs of vulnerable pupils.

- Monitor pupils at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
- Recognise potential barriers some pupils, e.g. those with SEND, may face to disclosing abuse, or staff recognising that they are being abused, ensuring measures are in place to mitigate such issues.

ADDITIONAL DUTIES

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the School and Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support other

LIAISON WITH EXTERNAL PROFESSIONALS

- Act as a point of contact for external agencies.
- Coordinate referrals and follow-up actions.
- Ensure recommendations are communicated and implemented.

PARENTAL COMMUNICATION

- Act as a professional point of contact for parents/carers.
- Respond to queries regarding SEND provision, interventions, consultations and transitions.
- Coordinate SEND meetings and maintain accurate records.
- Escalate concerns appropriately to the SENDCo.

SAFEGUARDING, HEALTH AND SAFETY AND COMPLIANCE

- Uphold safeguarding responsibilities at all times.
- Follow all school policies and procedures.
- Maintain confidentiality and professionalism.
- Ensure compliance with data protection requirements.

OTHER REQUIREMENTS

- Commitment to Catholic life and mission
- Commitment to safeguarding
- Commitment to equality and diversity
- Commitment to health and safety

**SAFEGUARDING OFFICER
PERSON SPECIFICATION**

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications and Training		
GCSEs (or equivalent) in English and Maths at Grade 4/C or above.	E	A / C
Advanced DSL qualification (or willingness to obtain)	E	A / I
Degree or equivalent	D	A / I
Detailed knowledge of current safeguarding legislation including CSE and radicalisation	E	A / I
Knowledge and Experience		
Has worked effectively with vulnerable pupils and safeguarding in a school or similar environment.	E	A / I
Assisting with development of safeguarding policies and protocols.	E	A / I
Experience of managing or contributing to detailed administrative records or casework.	E	A / I
Liaising with a range of agencies and professionals to support pupils.	D	A / I / R
Experience of working in a safeguarding role.	D	A / I / R
Experience of working with parents/carers in a professional capacity.	D	A / I
Knowledge on how to write action plans for pupils, maintain accurate records and create complex safeguarding reports.	E	A / I
Demonstrate knowledge of the responsibilities of agencies towards vulnerable pupils.	E	A / I
Awareness of safeguarding responsibilities, particularly for vulnerable pupils.	E	A / I
Understanding of confidentiality and data protection requirements.	D	A / I
Skills and Abilities		
Excellent written communication skills, with the ability to produce clear, professional reports.	E	A / I / R
Strong verbal communication skills, including working sensitively with parents/carers.	E	A / I / R
Highly organised, with the ability to manage multiple priorities and deadlines.	E	A / I / R
Ability to work independently while knowing when to seek guidance.	E	A / I
Ability to build positive professional relationships with staff and external agencies.	E	A / I

Strong ICT skills, including the use of school information systems.	D	A / I / R
Personal Qualities		
Empathetic, calm and professional manner.	E	A / I / R
Committed to protecting the welfare of young people.	E	A / I / R
Resilient and solution focused approach to challenges.	E	A / I / R
Discretion and integrity when handling sensitive information.	E	A / I / R
Creativity and willingness to contribute to wider school life (e.g. clubs, trips).	D	A / I / R
Commitment to the school and Trust's ethos and values.	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people.	E	A/I
Commitment to equality and diversity.	E	A
Commitment to health and safety.	E	A
Prepared by:	HR Team	Date: March 2026

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at wo

SAFEGUARDING OFFICER

HOW TO APPLY

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