

A photograph of a classroom. In the foreground, a young girl with braided hair, wearing a green school sweater with the Woodlands Primary Academy logo, is smiling at the camera. In the background, a teacher is leaning over a desk, and other students are seated at their desks. The classroom has colorful decorations on the walls.

APPLICATION PACK

Designated Safeguarding Lead

Enjoy – Thrive – Aspire



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- **Submit your application by 12.00 noon on 07/04/2026**
- **If you have any queries regarding the application process please contact our HR on hr@spacademies.org**
- **Closing date for applications: 12.00 noon – 07/04/2026**
- **Interviews: Week beginning 13/04/2026**



WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Woodlands Primary Academy, a proud member of the highly regarded Trust, South Pennine Academies. If you're impressed by our exciting work, understand our vision, and want to be part of our journey, then we are keen to hear from you.

Woodlands Primary Academy was last inspected in March 2025 and it was identified that the school fosters an inclusive environment that is aspirational for the achievement of all. Staff receive regular training, feel valued and rightly say their workload and well-being are considered by leaders. This work has contributed to the improved quality of education that pupils now receive.

Our motivation is to provide a nurturing school community, where children excel in their achievements and are inspired to continue learning in the future. We inspire children to become independent learners by fostering a willingness to take risks and persevere, celebrate individual strengths and promoting respectful attitudes. We are committed to ensuring the best possible education and care for our children and we are continually looking for ways to improve and develop what we do in order to ensure we are always improving and

that our school community can 'Enjoy, Thrive and Aspire'.

We are looking for a passionate, dedicated and inspirational candidate with a strong sense of character and someone who has the ability to motivate and inspire our students to achieve their full potential. Most importantly we are keen to hear from candidates that are driven by a strong sense of purpose and the genuine ambition to help the academy drive standards and turn our vision into reality.

If this is a position that appeals to you, and you have the passion to make a positive impact on the life chance of our students, then we would very much like to hear from you.

If you wish to discuss any of the opportunities we have on offer, please contact us at lallen@woodlandsprimaryacademy.org or call 0161 359 5698. We also invite you to visit our website www.woodlandsprimaryacademy.org and our social media pages to learn more about Woodlands Primary Academy and the Trust.

Yours sincerely
Louise Hayes
Executive Principal

ABOUT WOODLANDS PRIMARY ACADEMY

OUR VISION AND VALUES

Our **vision** is to maximise every child's potential to ensure we can say

“WE GAVE EVERY STUDENT THEIR PASSPORT TO SUCCESS.”



Our core **values** of Enjoy, Thrive, Aspire underpin everything we do as an academy, and we passionately believe that as educators, we have the power and responsibility to inspire our students to be the best they can be and enabling them to pursue their dreams and become the leaders of tomorrow.

WHY JOIN US

1. We have an amazing team of staff and students at Willowpark, who work hard for one another to maximise the progress we all make. There is a real sense of team spirit within our school – in a nutshell, it's a great place to work and learn!
2. There is a culture of high expectations that permeates through our school, with staff and pupils working hard every day to reach their potential.
3. Relationships within our Academy are strong, creating a positive and purposeful learning environment for all to succeed.
4. Behaviour and behaviour for learning within our academy is exceptional. Pupils have excellent attitudes to their learning and are eager and enthusiastic within their lessons.
5. In lessons, our pupils take pride in their work, show creative flair and rise to the high expectations and challenges presented to them.
6. There is a supportive and collaborative approach to our work within in the school, with all staff working towards to a shared vision for our Academy, pupils and community.
7. Enrichment opportunities sit alongside our broad and exciting curriculum to ensure pupils personal development is robust and is reflected in their day to day conduct and attitude within our Academy. Our pupils are thoughtful, reflective and can communicate their ideas effectively.
8. Pupils enjoy coming to school and the wide range opportunities available to them during their time with us.

HOW TO APPLY

Thank you for taking time to read about the academy and Trust. If you wish to apply you should:

- Complete the application form fully, via My New Term www.mynewterm.com ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with professional email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.



JOB DESCRIPTION

Designated Safeguarding Lead

Reporting to: Executive Principal/Head of School

Salary: Grade 7 – SCP 28 - 32 (Actual Salary £33,932 – £37,127.00)

Term: Permanent – Term Time plus 5 days

Location: School Based

Introduction

To work under the guidance of the Executive Principal to Implement safeguarding and child protection policies, procedures and guidance. To address child protection concerns including the co-ordination of referrals, dealing with cases and external agencies, attending meetings, writing safeguarding reports and referrals.

Addressing issues surrounding pupil attendance and punctuality management including parental meetings, writing reports and presenting data to ensure both schools achieve excellent attendance.

Work with families to promote parental engagement and organise parent/family support classes and initiatives as agreed with the Executive Principal and Head of School.

FOR CHILD PROTECTION PURPOSES AN ENHANCED DISCLOSURE WILL BE REQUIRED FOR THIS POST.

KEY TASKS

Safeguarding

- Implementing child protection policy and procedures.
- Responding appropriately to disclosures of concerns relating to the wellbeing of children.
- Maintaining accurate, confidential and up-to-date documentation on all cases.
- Liaising with school staff in initiating multi- agency referrals for pupils.
- Receiving and coordinating referrals, arranging action and reviewing services for children and families.
- Be responsible for Safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Liaise directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children missing in education / becoming looked after and/or suffering significant harm.
- Liaise with local and feeder schools to ensure smooth transition for children who are currently working with multi-agencies.
- Encourage a culture of listening to children and young people taking in to account their wishes and feelings so that measures may be put in place to protect them.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- Maintain accurate, confidential secure and up-to-date documentation on all cases of safeguarding and child protection.
- Co-ordinate referrals to multi-agencies and where appropriate act as the lead in professionals' meetings.
- Ensure that students who are victims of abuse are supported appropriately and sensitively, planning and intervention meetings are successfully carried out and monitored being alert to the

specific needs of children in need, those with special educational needs and disabilities and young carers.

- Ensure that the child protection policy is available publicly and parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made and the Academy's role.
- Maintain confidentiality at all times and be aware of data protection and the sharing of information.
- Work with staff to maintain a confidential database of safeguarding referrals.
- Adhere to the School's policies as outline in the staff handbook.
- Produce reports as agreed with the Head of School.
- Be the main contact for all attendance issues and chase up reasons for absence on a daily basis.
- Work with the appropriate agencies to support the statutory duty of legal action when all attempts to improve school attendance have failed.
- Keep accurate, up to date records of all casework. Family Liaison
- Undertake structured and agreed learning activities and programmes to support parents and families on a variety of subjects.
- Establish constructive relationships with parents and carers, promoting the school's home/school policy and other school initiatives.
- Actively promote parental engagement in school life. Other tasks
- Maintain manual and computerised records/management information systems.
- Undertake typing, word processing and other ICT based tasks.
- Take notes at meetings when required.
- Undertake administrative procedures and duties if needed.
- Maintain and collate pupil reports.
- Undertake similar duties commensurate with the level of the post as required by the Executive Principal and Head of School.

PERSON SPECIFICATION

E = Essential
D = Desirable

A = Application Stage
I = Interview and Assessment stage
R = References

Relevant Experience

| | | |
|---|---|-----|
| Experience of working with students. | E | A |
| Working effectively with vulnerable children / students. | E | A |
| Promoting children / students' learning and welfare. | E | A,I |
| Liaising with a range of agencies and professionals to support children / students. | D | A,I |
| Working effectively with parents to safeguard children / students. | D | A,I |
| Developing policies and protocols. | D | A,I |
| Managing or effectively contributing to child protection cases. | D | A,I |

Education & Training Attainments

| | | |
|--|---|-----|
| Have a good pass degree or equivalent qualification/s relevant to the role | E | A,R |
| Have evidence of undergoing sufficient safeguarding and child protection training. | D | A |
| Be willing to undertake further training | E | A,I |
| First Aid Qualification | D | A,I |

Knowledge & Skills

| | | |
|--|---|-----|
| Explain the principles involved in giving advice and guidance to children / students, including the stance on confidentiality. | E | A,I |
| Show how they would motivate children / students by establishing empathetic and supportive working relationships. | E | I |
| Demonstrate knowledge of the responsibilities of agencies towards vulnerable children / students. | E | A,I |
| Identify the additional support which can be of assistance to vulnerable children / students and families. | E | A,I |
| Demonstrate how to write action plans for children / students, maintain accurate records and update safeguarding reports. | D | A,I |

Personal Qualities

| | | |
|--|---|-----|
| An enhanced DBS certificate and barred list check. | E | A,R |
| An excellent attendance and punctuality record. | E | R |

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D = Desirable

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| | | |
|--|----------|------------|
| Excellent verbal and written communication skills. | E | A,I |
| Excellent time management and organisation. | E | R |
| A strong commitment to PD of self and all others. | E | A,I |
| The ability to work as both part of a team and independently. | E | A,I |
| The ability to maintain successful working relationships with other colleagues, and external agencies. | E | A,I |
| To be able to quickly build strong and positive relationship with families. | E | A,I |
| Committed to contributing to the wider academy and its community. | E | A,I |
| Capable of handling a demanding workload and successfully prioritising work. | E | A,I |
| Committed to protecting the welfare of young people. | E | A,I |



SAFEGUARDING NOTICE

Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- Deter: From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- Identify and Reject: It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- Induct: Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website



Woodlands Primary Academy, Broadbent Road,
Oldham, OL1 4HU
Telephone: 0161 359 5698
Email: info@woodlands.spacademies.org
Website: www.woodlandsprimaryacademy.org

PARTNERS OF THE SPA TRUST

South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated an Outstanding ITT provider by Ofsted.

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

