



Safeguarding Assistant Moorland Primary School



Join Moorland Primary – A Community Where Every Child Matters

Moorland Primary School is a nurturing, inclusive and ambitious school at the heart of its community. We are proud of our strong relationships, high expectations and unwavering commitment to ensuring every child feels safe, valued and successful.

As part of Campfire Education Trust, we benefit from a strong collaborative network of schools committed to excellence, inclusion and continuous improvement. Staff at Moorland are supported through high-quality professional development, collaboration across the Trust and opportunities to share and develop best practice alongside colleagues from other schools.

At Moorland, we recognise that children thrive when they feel a true sense of belonging. We are passionate about inclusion and committed to ensuring that all pupils — regardless of need, background or starting point — are able to access a rich, meaningful and aspirational education.

We are seeking a compassionate, organised and highly committed Safeguarding Assistant to join our team and play a key role in supporting the welfare, wellbeing and safeguarding of our pupils and families.

Job Details

Job title: Safeguarding Assistant

Salary: NJC Range 5 (point depending on experience)

Contract Type: Full Time or part time considered for the right applicant / Term Time Only/ Fixed term with the opportunity to move to permanent

Reporting to: Designated Safeguarding Lead (DSL)

Main Purpose

The Safeguarding Assistant will support the Designated Safeguarding Lead (DSL) and wider pastoral team in ensuring the safety, welfare and wellbeing of pupils across the school and promote the safeguarding and welfare of all pupils in accordance with Keeping Children Safe in Education.

The role will involve:

- Supporting safeguarding and pastoral systems
- Working closely with children, families and staff
- Maintaining accurate safeguarding records
- Supporting attendance, wellbeing and behaviour processes
- Liaising with external agencies where appropriate
- Helping to ensure children feel safe, supported and ready to learn

Duties and Responsibilities

Safeguarding support

- Support the DSL with day-to-day safeguarding processes including attending safeguarding and multi-agency meetings where required
- Record safeguarding concerns accurately and securely using school systems (CPOMs)
- Support the monitoring and follow-up of safeguarding concerns
- Assist with maintaining safeguarding and child protection files

Supporting pupils

- Build positive, trusting relationships with pupils
- Support pupils experiencing emotional, social or behavioural difficulties
- Promote positive behaviour and emotional wellbeing

Supporting families

- Develop positive relationships with parents and carers
- Support communication between home and school
- Signpost families to support services where appropriate

Home Visits and Community Engagement

- Undertake home visits where safeguarding concerns exist
- Carry out welfare checks, in collaboration with the safeguarding team, following safeguarding procedures
- Maintain accurate records of visits and actions taken
- Build trust with families and encourage positive engagement with school

Attendance and wellbeing

- Support the Attendance and Welfare Officer with attendance monitoring processes as required
- Follow up attendance concerns in collaboration with the Attendance and Welfare Officer
- Support the Attendance and Welfare Officer monitor wellbeing and identify barriers to learning

Working with staff and external agencies

- Work collaboratively with teaching and support staff
- Liaise with external professionals and agencies where directed
- Attend relevant meetings as required

Administration and record keeping

- Maintain accurate and secure records
- Support preparation of safeguarding paperwork and reports

Professional Development

- Participate in training and development relevant to attendance, safeguarding and welfare
- Keep up to date with statutory guidance and national safeguarding expectations
- Participate fully in appraisal and supervision processes

Person Specification

Qualifications	<ul style="list-style-type: none">• GCSE English and Maths (Grade C/4 or above or equivalent) Training in safeguarding (or willingness to undertake).
Experience	<ul style="list-style-type: none">• Experience working with children or young people• Experience supporting vulnerable children or families• Experience working directly with pupils and families.• Experience conducting home visits and multi-agency work.
Knowledge and Understanding	<ul style="list-style-type: none">• Understanding of safeguarding and child protection• Understanding of barriers to learning and wellbeing
Skills	<ul style="list-style-type: none">• Strong communication and interpersonal skills• Ability to build positive relationships with children and

	<p>families</p> <ul style="list-style-type: none"> • Good IT skills • Ability to work calmly under pressure
Personal Qualities	<ul style="list-style-type: none"> • Organised, proactive, and self-motivated. • Committed to the ethos and values of Moorland Primary School and Campfire Education Trust. • Resilient and able to work under pressure. • Respectful, empathetic, and professional when working with families. • Committed to safeguarding, equality, diversity, and inclusion.

Notes:

This job description may be amended at any time in consultation with the post holder.

Deadline for application: 22nd June 2026

Interview: 24th June 2026

Applications to be made via <https://www.mynewterm.com/>

We reserve the right to interview and appoint before the closing date, therefore early applications are encouraged