



# St Augustine's Catholic College

*Together we're stronger*

Candidate Information Pack

# Pastoral, Attendance and Safeguarding Officer

*Supporting children, families and external agencies to ensure every pupil is safe, in school and thriving*

Headteacher: Aidan Dowle

Wingfield Road, Trowbridge, Wiltshire, BA14 9EN

[www.st-augustines.wilts.sch.uk](http://www.st-augustines.wilts.sch.uk)

May 2026

***Ad Maiorem Dei Gloriam***



## Welcome from the Head Teacher

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Thank you for your interest in this exciting opportunity to join St Augustine's Catholic College. As a Catholic Lasallian College, we are part of a global network of educational institutions inspired by St John Baptist De La Salle, the patron saint of teachers. His mission was to provide the highest-quality education to those most in need, always honouring the dignity of each child as a 'son or daughter of a great King'. We strive to live by this vision every day, fostering a welcoming environment where all students and staff feel valued and included.

Our recent Catholic School Inspection judged us to be **'Outstanding'** in every category, describing us as a **'safe, happy and authentic Catholic school' (April 2026)**.

We are seeking a passionate and aspiring colleague to join our dedicated staff team and make a meaningful contribution to our community. At St Augustine's, we are committed to sustainable growth and improvement in a constantly evolving world. Our recent OFSTED inspection highlighted this commitment:

*"The desire to provide educational opportunities which make individuals the best that they can be drives all that the school does."*

For us, this means not only achieving academic excellence but also nurturing well-rounded individuals who are ready to make a positive impact on society.

In recent years, our journey of continuous improvement has led to a complete revision of our curriculum, the introduction of an incremental coaching programme for all teachers, and the development of a behaviour system that ensures students can learn in a disruption-free environment. Central to our mission is our focus on inclusion, which seeks to ensure that every learner can access the curriculum and the opportunities they deserve and are entitled to. St Augustine's is consistently a high-performing school, with academic achievements well above national averages, reflecting both the quality of our education and the dedication of our students.

Safeguarding the welfare of every child in our care is fundamental to everything we do. The successful candidate for this role will play a vital part in our safeguarding, attendance and pastoral work — supporting pupils, families and staff to ensure that every young person feels safe, known and able to thrive.

Developing the capacity of leadership throughout the College at all levels is at the heart of how we seek to unlock the potential in everyone. We look forward to learning more about what you can bring to our team and how we can support you on your journey to reaching your full potential.

### Aidan Dowle

Head Teacher

*If you have any further questions, or would like to arrange a visit, please do not hesitate to contact HR on 01225 362007 or by email at [hr@st-augustines.wilts.sch.uk](mailto:hr@st-augustines.wilts.sch.uk).*



## Mission Statement

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*This statement combines the reflections of staff and students (2024/25).*

"At St Augustine's we aim to deliver a high-quality education that inspires students and staff to explore their unique gifts, realise their full potential, and contribute meaningfully to an ever-changing world.

As a Catholic Lasallian College, we are dedicated to creating a safe, welcoming and inclusive community where every individual's dignity is respected, valued, and supported.

Guided by our faith and rooted in Gospel values, we believe that 'Together, we are Stronger.'

*"To touch the hearts of your students is the greatest miracle you can perform"*

*— St John Baptist De La Salle*





## Safeguarding Statement

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St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers, visitors and anyone working on behalf of the College to share this commitment.

We recognise that the welfare of the child is paramount. All children and young people have the right to grow up in a safe, caring and supportive environment, and to be protected from harm, abuse, neglect and exploitation, including online harm. Safeguarding includes providing help and support as soon as problems emerge, protecting children from maltreatment, preventing impairment of children's mental and physical health or development, and taking action to enable all children to have the best outcomes.

As a Catholic Lasallian College, we are committed to recognising and protecting the dignity of every child. We seek to create a culture where students feel safe, valued, listened to and respected, and where adults act swiftly and appropriately when concerns arise. We work in partnership with children, parents and carers, the local authority and other agencies to promote children's welfare and ensure that concerns are responded to effectively.

The College's safeguarding arrangements apply to **all** staff employed by the College and any associated organisation, volunteers, governors, contractors and anyone working on behalf of St Augustine's Catholic College. All staff receive appropriate safeguarding training and are expected to understand their responsibilities in line with statutory guidance, including Keeping Children Safe in Education and Working Together to Safeguard Children.

We will safeguard and promote the welfare of children and young people by valuing them, listening to them and respecting them; involving them appropriately in decisions that affect them; ensuring staff and volunteers understand and follow the College's safeguarding and child protection procedures; sharing information with relevant agencies where necessary; and working with parents and carers appropriately in the best interests of the child.

St Augustine's Catholic College is committed to safer recruitment. All appointments are made subject to satisfactory pre-employment checks. The College will scrutinise application forms, explore gaps or inconsistencies in employment history, seek appropriate references, and raise any safeguarding-related concerns with candidates as part of the recruitment process.

Where a role involves regulated activity with children, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. In line with Keeping Children Safe in Education, shortlisted candidates may be subject to online searches as part of the College's due diligence checks.

The College has clear procedures for managing safeguarding concerns, allegations against adults, low-level concerns and whistleblowing. All staff and volunteers are expected to follow the Staff Code of Conduct and to report concerns promptly through the College's safeguarding systems and procedures.



## About the Role

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We are seeking a dedicated and proactive Pastoral, Attendance and Safeguarding Officer (26 hours per week) to join St Augustine's Catholic College as soon as possible, supporting pupils aged 11–18. This is a pivotal role at the heart of the College's pastoral and safeguarding work, supporting children, families and external agencies to ensure that every young person feels safe, is in school and is able to thrive.

Working closely with the Designated Safeguarding Lead, the Attendance Officer and the wider pastoral team, you will be a visible, approachable and trusted presence in school. You will manage a safe and welcoming space where pupils can seek support and guidance, and you will play a key role in helping pupils overcome barriers to attendance, engagement and wellbeing.

The successful candidate will build strong, professional relationships with pupils, parents, carers and external agencies — including children's social care, CAMHS, the Local Authority, school nursing, the police and local community partners — fostering collaboration to create a supportive network around each young person. You will contribute to safeguarding casework, support attendance improvement, deliver targeted pastoral interventions and help families navigate the wider systems of support available to them.

Excellent communication, organisation and record-keeping skills are essential. You will need to be confident using ICT to maintain accurate, timely safeguarding and pastoral records, liaise with colleagues and external partners, and produce clear written reports.

We are looking for someone who is empathetic, approachable and passionate about supporting young people and their families. Experience in safeguarding, attendance, family support, youth work, social care or a similar pastoral setting is highly desirable, but we also welcome applications from individuals with transferable skills and a strong commitment to children's welfare. Training and development opportunities, including safeguarding training, will be provided to the successful candidate.

If you are enthusiastic about making a meaningful, lasting impact on young people's lives, we would love to hear from you.



## Job Description

*St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.*

<b>Job Title:</b>	Pastoral, Attendance and Safeguarding Officer
<b>Reports to:</b>	Designated Safeguarding Lead / Safeguarding Team Lead
<b>Pay Grade:</b>	H 15–17 (£16.35–£17.47 per hour)
<b>Hours:</b>	26 hours per week, term-time only, Monday – Friday but exact hours to be agreed plus 5 staff development days (39 weeks)

### Job purpose

To safeguard and promote the welfare of pupils at St Augustine's Catholic College by providing high-quality pastoral support and helping pupils overcome barriers to attendance, engagement and wellbeing. The post holder will work closely with pupils, parents and carers, staff and external agencies to ensure that concerns are identified early, that effective support is put in place, and that every child is able to access their education in a safe and supportive environment.

All members of staff are expected to work within the College's policy framework to help achieve its aims and objectives. Familiarity with the relevant safeguarding, attendance and child protection policies, which are accessible on the College website, is essential.

### Key responsibilities

#### Safeguarding and child protection

- Undertake Deputy Designated Safeguarding Lead (DDSL) responsibilities, working alongside the Designated Safeguarding Lead (DSL) to safeguard and promote the welfare of children.
- Act as a first point of contact for safeguarding concerns raised by pupils, parents, carers or staff, responding promptly, sensitively and in line with statutory guidance.
- Support the identification of pupils with specific safeguarding needs and contribute to early help assessments, risk assessments and safety plans.
- Maintain accurate, timely and confidential safeguarding records on the College's secure record-keeping system, in line with Keeping Children Safe in Education and Working Together to Safeguard Children.
- Prepare for and attend safeguarding meetings, including strategy meetings, child in need meetings, child protection conferences and Team Around the Family meetings, taking minutes and contributing reports as required.
- Build and maintain effective working relationships with external agencies, including children's social care, CAMHS, the Local Authority, school nursing, GPs, the police and other community partners.
- Support the College's response to peer-on-peer abuse, online safety concerns, child exploitation, domestic abuse and other safeguarding themes in line with statutory guidance.



### **Attendance**

- Work closely with the Attendance Officer, Heads of Year and Pastoral Team to promote high attendance and punctuality, and to support pupils whose attendance is a cause for concern.
- Carry out attendance interventions, including telephone calls, home visits (where appropriate and in line with policy), parent meetings and reintegration support.
- Support the College's response to persistent and severe absence, contributing to attendance support plans and liaising with the Local Authority where required.
- Help to identify and address the underlying barriers to attendance — including emotional, social, family-based or safeguarding-related factors — and ensure pupils receive appropriate support.
- Maintain accurate records of attendance casework and contribute to attendance reporting.

### **Pastoral support and family engagement**

- Provide pastoral support and mentoring to pupils experiencing difficulties with wellbeing, mental health, emotional regulation, friendships, family circumstances or transition.
- Manage a safe, welcoming pastoral space within the College where pupils can seek support, take time out when needed, and access targeted intervention.
- Deliver targeted one-to-one and small group interventions to support emotional resilience, social skills, anxiety management and wellbeing.
- Build strong, trusting and professional relationships with parents and carers, communicating clearly and sensitively about concerns, support and progress.
- Support families to engage with external services and community support, signposting and making onward referrals as appropriate.
- Work closely with the SEND Department to support pupils with additional needs, contributing to risk assessments and individual support plans where required.

### **Working with external agencies**

- Act as a key point of contact between the College and external agencies supporting pupils and their families.
- Liaise with social workers, family support workers, health professionals, the police and other partners to ensure a joined-up, child-centred response.
- Represent the College at multi-agency meetings as required, ensuring that the voice of the child and the College's safeguarding knowledge are clearly communicated.
- Maintain up-to-date knowledge of local services, referral pathways and thresholds for support.

### **Administration, records and collaboration**

- Maintain meticulous, confidential records of safeguarding, attendance and pastoral casework using the College's record-keeping systems.
- Prepare documentation for meetings with parents/carers, staff or external agencies, and take minutes where required.
- Contribute to regular Pastoral and Safeguarding Team meetings to ensure effective communication, planning and review of casework.
- Participate fully in the College's Performance Management process and engage in ongoing safeguarding and pastoral training and professional development.



## General

- Actively contribute to the implementation of the College's ambitions and Development Plans, supporting the broader aims of the school community.
- Be flexible and adaptable to meet the needs of the role, undertaking any additional duties as required to support the welfare, attendance and progress of pupils.
- Uphold the Catholic Lasallian ethos and values of the College in all aspects of the role.

*This Job Description is current at the date shown but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.*



## Person Specification

	Essential Requirements	Desirable Requirements	How identified
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths (A*–C / Grade 4+) or equivalent (Level 2 Basic Skills Literacy/Numeracy).</li> <li>• Evidence of relevant training or willingness to undertake safeguarding training (e.g. DDSL, Safer Recruitment, Child Protection).</li> <li>• Recognition of the need for continuing professional development and training.</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised qualification in safeguarding, child protection, social care, family support, youth work, counselling or a related field.</li> <li>• DDSL or equivalent safeguarding lead training.</li> <li>• Level 3 qualification in a relevant area.</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children, young people and/or families in an education, social care, youth work or community setting.</li> <li>• Experience of building positive, professional relationships with young people and their parents/carers.</li> <li>• Experience of working under pressure and managing competing priorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of safeguarding casework and/or DDSL-type responsibilities.</li> <li>• Experience of attendance casework or supporting school attendance.</li> <li>• Experience of working with external agencies (e.g. children's social care, CAMHS, police).</li> <li>• Experience of working within a secondary or post-16 education setting.</li> <li>• Experience of keeping formal safeguarding/pastoral records and completing assessments of need.</li> </ul>	Application form / interview
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of safeguarding and child protection in an education setting, including Keeping Children Safe in Education.</li> <li>• Awareness of statutory thresholds for early help, child in need and child protection.</li> <li>• Sound understanding of data protection, information sharing and confidentiality.</li> <li>• Understanding of the barriers that affect attendance, engagement and wellbeing, and the strategies that can help overcome them.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local safeguarding partnerships, referral pathways and external services.</li> <li>• Awareness of current attendance guidance ('Working together to improve school attendance').</li> <li>• Knowledge of issues affecting young people, including mental health, online safety, child exploitation and domestic abuse.</li> <li>• Willingness and ability to keep up to date with safeguarding</li> </ul>	Application form / interview / task



	Essential Requirements	Desirable Requirements	How identified
	<ul style="list-style-type: none"> <li>• Ability to identify potential safeguarding and welfare concerns and to act on them appropriately.</li> </ul>	<p>legislation and guidance.</p>	
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, both oral and written.</li> <li>• Ability to communicate sensitively and effectively with pupils, parents/carers, staff and external agencies.</li> <li>• Strong organisational and time-management skills, with the ability to prioritise and manage a varied caseload.</li> <li>• Confident user of ICT, including secure record-keeping systems and Microsoft Office.</li> <li>• Ability to handle difficult and emotionally complex situations with sensitivity, confidentiality and discretion.</li> <li>• Ability to work calmly under pressure while helping others to remain calm.</li> <li>• Ability to use own initiative and work independently as part of a wider team.</li> </ul>	<ul style="list-style-type: none"> <li>• Confidence in chairing or contributing to multi-agency meetings.</li> <li>• Experience of delivering targeted small-group or one-to-one interventions.</li> </ul>	<p>Application form / interview / task</p>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• Empathetic, approachable and child-centred in approach.</li> <li>• Strong professional integrity, resilience and emotional maturity.</li> <li>• Ability to be a positive role model for young people, demonstrating respect, dignity and compassion.</li> <li>• Flexible, proactive and solution-focused.</li> <li>• Commitment to the pastoral care, wellbeing and progress of all students.</li> </ul>	<ul style="list-style-type: none"> <li>• Practising Catholic / Christian or person of faith involved in a church community.</li> <li>• Willingness to play an active role in the wider Catholic life of the College.</li> </ul>	<p>Application form / interview</p>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to the Catholic ethos, mission and values of the College.</li> <li>• Willingness to undergo and maintain an enhanced DBS check and any other required safeguarding clearances.</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence and access to a vehicle (for occasional home visits or external meetings).</li> </ul>	<p>Application form / interview</p>



	Essential Requirements	Desirable Requirements	How identified
	<ul style="list-style-type: none"><li>• Willingness to undertake further training as required for the role.</li></ul>		



## A Career at St Augustine's

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St Augustine's Catholic College is seeking to appoint outstanding individuals. Staff are our most valued asset, and we aim to support them both in their current roles and to develop them for future careers. Working alongside our teaching staff, we have a skilled support staff team who perform vital roles within the College. Continuous professional development plays an important role in ensuring that the quality of teaching and pastoral practice is very high. There are many opportunities for development, with staff working collaboratively with neighbouring secondary schools in the area.

### Professional development

We are an SSAT leading edge College and use the TEEP model as a framework for teaching and learning, and the development of outstanding practice. At St Augustine's, we tailor CPD to an individual's aspirations and make sure that observations of practice are developmental and thoroughly supportive. We run pop-up hotspots led by staff to coach and mentor one another, encouraging a culture of collaboration.

All support staff meet annually with their line manager to discuss their career aspirations and how the College could help support those. There is a well-developed induction programme to ensure that new staff settle in well and any additional needs are discussed. Training courses on a wide range of topics are available, and the College is always open to considering appropriate professional qualifications. Staff are encouraged to join supportive peer groups, and the College works hard to foster links with other local schools to share ideas and support each other. Support staff are considered integral to the successful running of the school and are expected to take part in whole-school training and team-building events where appropriate.

### Cyclescheme

St Augustine's Catholic College is a registered employer of the Cyclescheme, the UK's most popular Cycle to Work benefit, providing staff with the opportunity to purchase a bike of their choice, tax free. Staff can save 25–39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

### Staff wellbeing

A Staff Wellbeing Group has been set up, giving opportunities for staff to suggest strategies that could positively impact wellbeing, alongside regular wellbeing audits. We pride ourselves on being a family-centred College, with policies such as Shared Parental Leave and Flexible Working to reflect this.

We understand the importance of a healthy work/life balance, so we make sure that report writing is minimal and that data capture is measured and timely — we report progress two or three times a year (depending on year group).

### Pension scheme contributions

The Local Government Pension Scheme (LGPS) is available to all support staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life



which increases every year in line with inflation. The College pays in a large percentage to ensure that your fund is sufficient at the time you retire.

Benefits include:

- Tax relief on the contributions you pay (calculated as a percentage of your annual pay).
- The option to increase your own contributions.
- A 50/50 option, where you can pay half of your normal contribution in return for half your normal pension when times are financially tough.
- Immediate life cover for your family, and a pension for your spouse or partner and eligible children in the event of your death in service.
- The ability to take your pension straight away if you become seriously ill.
- Pension normally payable from your normal pension age, with the option to retire or flexibly retire any time after 55 (which will increase or decrease your pension).

## Support

The school calendar and training is planned in advance across the whole year, so people know what is happening and when. We have a highly effective and proactive support staff team that plays an important role in supporting teaching, learning and pastoral care, including an in-house cover supervision team.

## Community focused

At St Augustine's we are a community working together with a common purpose and motivation. An important part of working together as a community involves valuing each other, working together and living in friendship — empowering us all to be the best we can be. Our aim is to ensure that all staff feel welcome, recognised and valued as members of our inclusive Christian community. Every member of staff is treated with equality, dignity and respect; staff are protected from discrimination, and diversity is embraced. We aim to give every member of staff equal access to opportunities, while catering to individual needs, which will allow them to contribute fully and fairly to flourish in our faith community.



## How to Apply

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If you feel that you would like to join this thriving College, and that you can offer what we seek, please complete the application form via MyNewTerm. Please consider all the details of the candidate information pack, complete all sections of the application form including your supporting statement that sets out your interest in this post, how you meet the requirements for this role and your ambitions for the College.

Completed application forms should be returned via email to [hr@st-augustines.wilts.sch.uk](mailto:hr@st-augustines.wilts.sch.uk) before the deadline date.

Applications will be reviewed as they are received. Early application is therefore advised, with interviews possibly being arranged in advance of the closing date.

**St Augustine's Catholic College reserves the right to make an appointment before the closing date.**

To arrange a tour or an informal conversation about the role, please email [hr@st-augustines.wilts.sch.uk](mailto:hr@st-augustines.wilts.sch.uk).

Please visit our website at [www.st-augustines.wilts.sch.uk](http://www.st-augustines.wilts.sch.uk) for more information about our College.



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