

St Bernadette

Catholic Secondary School



Designated

WHO MIGHT BE INTERESTED?

Safeguarding Lead

Application Pack



Welcome

Dear Applicant,

We are delighted that you are considering applying for the role of Designated Safeguarding Lead at St Bernadette Catholic Secondary School.

At St Bernadette's, we are a school with high ambition, strong Catholic values, and a commitment to excellence. Our recent Ofsted inspection (January 2025) reaffirmed our strengths, grading us as a Good school, with inspectors praising the quality of teaching, high expectations, and a positive, supportive environment.

This is a unique opportunity to shape the academic direction of a thriving school, leading on quality of education, and professional development to ensure every child receives an education that mirrors our school vision for excellence in faith and learning. You will play a pivotal role in our continued improvement journey, ensuring that our evidence-based teaching approach, including Rosenshine's Principles, instructional coaching, and collaborative professional development, creates an environment where both students and staff excel.

If you are an ambitious, inspiring, and innovative leader, we would love to hear from you.

If you would like to discuss the role further or arrange a tour of the school, please contact Steph Lindley, Headteacher's PA at lindleys@stberns.bristol.sch.uk.

Best wishes,
Edward Walker
Headteacher



Designated Safeguarding Lead



Required: 1st January 2027
Salary: BG14 s/p 38-41 (£51,356-£54,495 FTE)
Location: Whitchurch, Bristol
Contract Type: Full Time, All-year round (open to negotiation)
Contract Term: Permanent

The Governing Body of this successful 11-16 school is seeking to appoint a highly motivated leader with vision and ambition to help take the school forward into the next stage of its journey of excellence.

We are looking for someone who is able to:

- Lead safeguarding and child protection, ensuring full statutory compliance.
- Lead the school's attendance strategy to improve attendance and reduce persistent absence.
- Coordinate the school's mental health and wellbeing support for pupils.
- Work with pupils, families, and external agencies to safeguard vulnerable children and provide early intervention.
- Contribute to strategic leadership as a member of the Senior Leadership Team.
- Lead and develop safeguarding, attendance, and pastoral staff.
- Maintain accurate records, analyse data, and ensure compliance with statutory requirements.
- Promote the school's Catholic ethos and a safe, inclusive environment for all pupils.

Contact us:

Email – recruitment@stberns.bristol.sch.uk

Website – www.stberns.bristol.sch.uk

Application forms are available on the CES [website](http://www.stberns.bristol.sch.uk) or by emailing recruitment@stberns.bristol.sch.uk

Closing date— midday Thursday 10th September

Interviews— tbc



About our School



St Bernadette's is a vibrant and successful secondary school located in Whitchurch, South Bristol. Our recent Ofsted inspection in January 2025 highlighted the strong leadership, high-quality teaching, and excellent pastoral care that characterize our school. Inspectors particularly praised the harmonious atmosphere, the positive relationships between staff and students, and the ambitious curriculum designed to meet the needs of all learners.

While our Catholic identity remains an integral part of our community, we pride ourselves on being a welcoming and inclusive school. Our mission is to support every student to achieve their potential, develop as confident and responsible individuals, and prepare for the opportunities and challenges of adult life.

Key Features of St Bernadette's:

- The school's Good rating was maintained in all areas at the most recent Inspection (January 2025).
- Graded as an Outstanding Catholic School in 2022 S.48 inspection
- A commitment to academic excellence and personal development.
- Strong systems of care, support, and guidance for all students.
- A vibrant and inclusive community with a focus on mutual respect and collaboration.



A community of faith

Our identity as a faith community is at the heart of all that we do. We are proud of our Catholic tradition and our partnerships with the Diocese of Clifton, our partner schools in the Aquinas Group and with St Brendan's Catholic College, which provides our Sixth Form. We celebrate each person's unique set of God-given talents and work hard to ensure pupils use them to the full. We were therefore delighted to be recognized as an outstanding Catholic school in our last Section 48 inspection.

Our faith is at the core of our daily life, our interactions with each other and our learning. As a school we come together as a faith community through assemblies, services and masses. We offer pupils opportunities for spiritual growth and development not only through Religious Education lessons but also through trips, retreats and school-based activities in our Chapel.

All curriculum areas within the school support and contribute to the faith life of the school. Each faculty has identified how it contributes to the mission of the school, as well as its contribution to Catholic Social Teaching.

Our pupils put their faith into action by helping others and each year raise thousands of pounds for a number of charities. Pupils are also involved in local community initiatives and we are always impressed by their generosity and energy in helping others.





A community of learning

St Bernadette's is an ambitious learning community. Our approach is underpinned by a research-informed approach to teaching. Our practice is guided by Rosenshine's principles, ensuring evidence-based strategies drive high-quality instruction. We are committed to fostering scholarship, encouraging pupils to embrace academic challenge, take responsibility for their learning, and strive for excellence.

Our broad and rigorous curriculum ensures all pupils achieve their full potential, balancing the depth of traditional subjects with the innovation of new technologies. Teaching is adapted through flexible groupings, allowing every pupil to access appropriately challenging content. Progress is closely tracked against ambitious targets, ensuring high expectations for all.

Scholarship is central to our ethos, now framed by six key attributes that shape our pupils as 'St Bernadette Scholars.' These attributes are explicitly developed through lessons, our reward system, and wider school life, embedding a culture of academic excellence.

Staff development is integral to our success. Our CPD model is structured around instructional coaching, WALKTHRUs, and collaborative expertise, ensuring continual growth through evidence-based practice. By investing in our teachers, we secure the highest standards of learning and aspiration, positioning St Bernadette's as the academic choice for the Catholic community.



Excellence at St Bernadette's



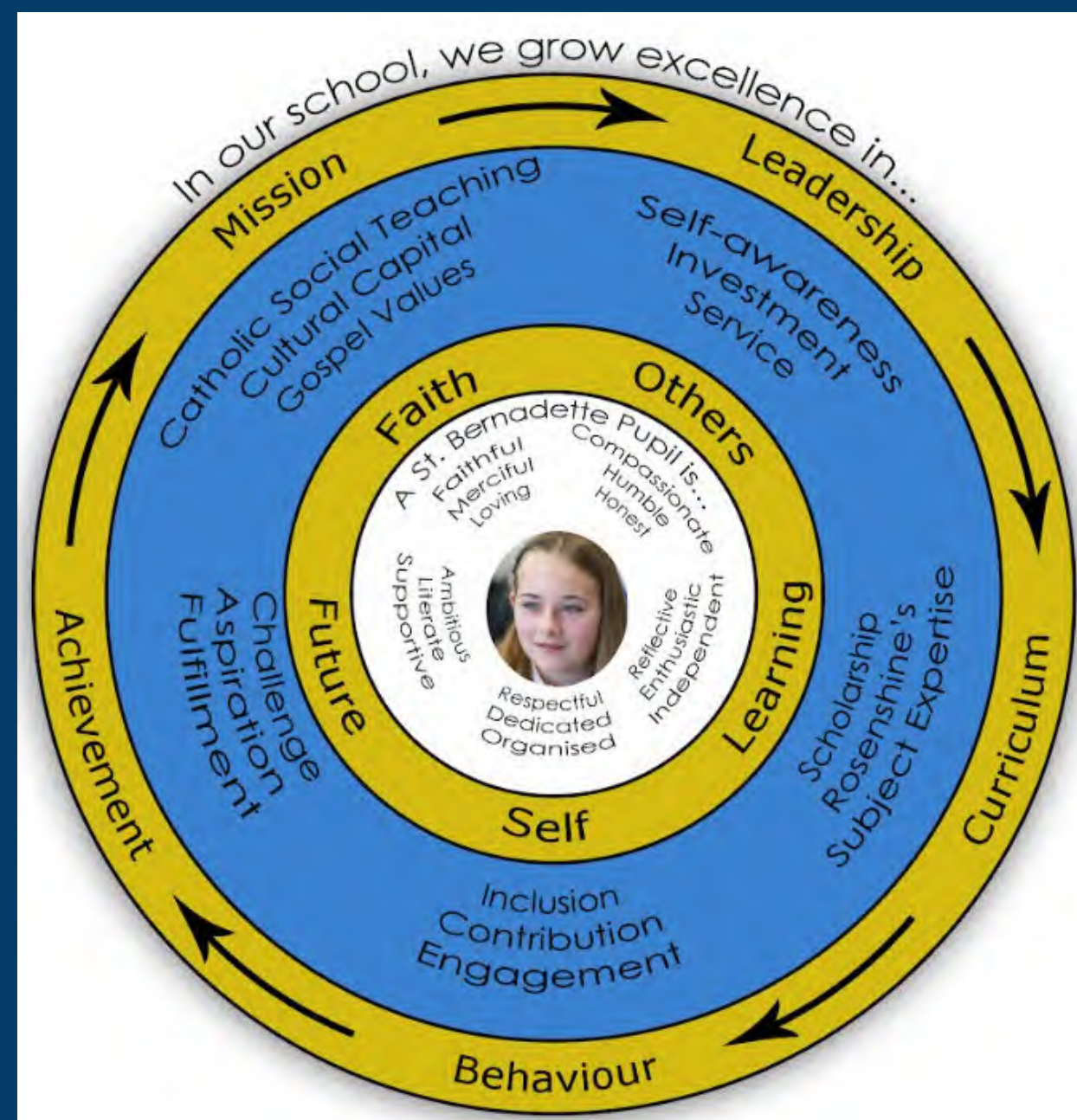
A Strong and Improving School

Our school continues to go from strength to strength. Recent data shows:

✓ **Academic Success** – Progress 8 and GCSE attainment have improved significantly, with students achieving strong outcomes across a broad and ambitious curriculum. Many of our pupils progress to top post-16 providers, including St Brendan's Catholic College and Russell Group universities.

✓ **Parent & Staff Confidence** – Over 90% of parents consistently recommend the school, reflecting our high expectations and strong relationships with families. Staff support for leadership is consistently high, with surveys showing deep trust in our vision and direction.

✓ **Outstanding Behaviour & Culture** – Our centralised behaviour system is highly successful, ensuring students can learn in a calm, structured, and aspirational environment. Behaviour is consistently praised by external visitors, and attendance continues to strengthen year-on-year.





Why work for us ?

Our 2025 Ofsted inspection highlighted:

- “The safe, welcoming, and inclusive environment we create for all pupils, ensuring they feel valued and supported.
- The high expectations we set for behaviour, leading to a calm and orderly learning environment.
- Our broad and ambitious curriculum, carefully designed to help pupils build their knowledge over time.
- The strong support for pupils with SEND, ensuring they can access learning effectively.
- The impact of our careers and personal development programme, preparing pupils well for their next steps.
- The strong leadership and governance ensuring that our shared vision for the school is clearly understood and supported.”

In addition we offer:

- A strong Catholic ethos - judged “Outstanding” in our 2022 Section 48 Inspection
- Happy, friendly and talented students
- Enthusiastic, committed and friendly staff and governors
- A full package of wellbeing and health support.





Job Specification

1. Safeguarding and Child Protection (Designated Safeguarding Lead)

In accordance with KCSIE (current edition) and Annex C (the role of the Designated Safeguarding Lead), the postholder will:

- Take lead responsibility for safeguarding and child protection within the school, acting as the main point of contact for staff, pupils, parents, and external agencies on all safeguarding matters.
- Manage referrals to Bristol local authority children's social care, the police, and other agencies as appropriate, ensuring that all referrals are timely, well-evidenced, and in accordance with local and national protocols.
- Work with the local authority and other agencies in line with Working Together to Safeguard Children and local multi-agency safeguarding arrangements.
- Review and risk assess approximately 15–40 CPOMS concerns each day, to determine the level of risk, allocate actions and evaluate outcomes.
- Maintain oversight of all open safeguarding cases, ensuring that accurate, detailed, and timely records are kept on the school's safeguarding recording system.
- Ensure the school's safeguarding and child protection policy is reviewed annually (as a minimum), published on the school website, and understood and applied by all staff.
- Coordinate and lead the school's response to safeguarding concerns, including allegations against staff, in liaison with the LADO and in accordance with Part Four of KCSIE.
- Provide regular safeguarding updates to the Headteacher, Senior Leadership Team, and Governing Body, ensuring that safeguarding remains a standing item at all levels of governance and leadership.
- Lead on the school's responsibilities under the Prevent duty, providing advice and support to staff on identifying and responding to risks of radicalisation and extremism.
- Ensure that the school meets all statutory requirements in relation to children missing education (CME), elective home education (EHE), children looked after (CLA), previously looked after children, children with a social worker, and any other vulnerable groups identified in KCSIE.
- Coordinate with the Virtual School Head in respect of looked after and previously looked after children.
- Make professional decisions regarding Off Site Directions, Managed Moves and referrals to Alternative Provision.
- Lead on online safety as an integral part of the school's safeguarding responsibilities, working with staff to ensure that online risks are understood and managed.
- Engage fully in safeguarding audits, Section 11 audits, and Diocesan safeguarding reviews as required by the Diocese of Clifton and Bristol local authority.
- Ensure compliance with the Diocese of Clifton's safeguarding policies and procedures alongside local authority requirements.
- Keep the Headteacher informed of all issues and ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
- Refer cases to the Channel programme where there is a radicalisation concern, and support the school in meeting its obligations under the Counter-Terrorism and Security Act 2015.

Job Specification Continued



- Ensure that the school's safeguarding practice is fully compliant with the current edition of KCSIE, proactively reviewing and updating policies, procedures, training, and record-keeping each year in advance of publication and in response to any mid-year updates or supplementary guidance issued by the DfE.
- Maintain a thorough working knowledge of the evolving statutory and regulatory framework for safeguarding, including changes to KCSIE, Working Together to Safeguard Children, the Children Act, and any new or amended guidance from the DfE, Ofsted, or the Diocese of Clifton, and ensure that the school responds promptly and effectively to all such developments.

2. Attendance

- Lead the school's attendance strategy, ensuring that systems, interventions, and monitoring processes are effective in promoting high attendance for all pupils.
- Maintain accurately coded and timely attendance records in line with national legislation and DfE guidance, including the school attendance regulations and any updates to the attendance framework.
- Provide regular attendance data analysis to the Headteacher and Governing Body, identifying trends, patterns, and areas of concern, with targeted strategies to address persistent absence, particularly among disadvantaged pupils, those with SEND, and other vulnerable groups.
- Assess attendance data daily, determines the level of intervention required, allocates actions to the Attendance Officer and ACCOs, monitors implementation and evaluates the impact of interventions.
- Manage a caseload of attendance cases, conducting home visits where appropriate and working directly with families to identify and remove barriers to attendance.
- Work with external agencies, including the local authority attendance and inclusion services, to secure the regular attendance of all pupils.
- Lead on processes relating to children missing education (CME), ensuring compliance with statutory requirements for notification and record-keeping.
- Oversee the school's first-day response protocols and escalation procedures for unexplained absence.
- Ensure that attendance intervention is integrated with safeguarding practice, recognising that poor attendance can be both a symptom and a risk factor for wider welfare concerns.
- Commission and manage Alternative Learning Provision (AP) placements in consultation with the Headteacher and School Business Manager.

Job Specification Continued



3. Senior Mental Health Lead

- The postholder will act as the Senior Mental Health Lead for the school, coordinating the in-school mental health offer and ensuring that pupils' mental health and emotional wellbeing are supported through effective identification, intervention, and referral. This includes:
- Leading and coordinating the school's mental health and emotional wellbeing offer, ensuring that provision is coherent, evidence-informed, and responsive to the needs of pupils.
- Developing and maintaining a whole-school approach to mental health, working with staff to embed awareness of mental health and emotional wellbeing into everyday practice, the curriculum, and the school's pastoral systems.
- Identifying pupils who may be experiencing mental health difficulties and ensuring that appropriate in-school support is provided promptly, including through targeted intervention programmes and one-to-one or group support.
- Managing referrals to external mental health agencies and services, including CAMHS, Off the Record, educational psychologists, and other specialist providers, ensuring that referrals are timely, well-evidenced, and followed up.
- Building and maintaining effective working relationships with external mental health agencies and services, acting as the primary point of liaison and ensuring continuity of support for pupils transitioning between in-school and external provision.
- Maintaining oversight of pupils receiving external mental health support, working with agencies to coordinate care and ensure that the school's pastoral and academic provision is adapted to meet their needs.
- Supporting staff in recognising signs of mental health difficulties in pupils and providing guidance on appropriate responses, escalation, and referral pathways.
- Ensuring that the school's mental health provision is aligned with safeguarding practice, recognising that mental health difficulties can be both a cause and a consequence of safeguarding concerns.

4. Relationships and Pastoral Support

- Be a visible and trusted presence within the school community, acting as a key point of contact for pupils, parents, and families, particularly those in challenging circumstances.
- Work directly with children in need and their families, developing their potential and working to prevent escalation to statutory intervention wherever possible.
- Support the care of children where their living arrangements are at risk of breakdown, including those in local authority placements.
- Maintain an overview of the academic progress and wellbeing of vulnerable pupils, working with colleagues across the school to ensure that appropriate support and intervention are in place.

Job Specification Continued



- Establish and maintain effective working relationships with external agencies and professionals, including social workers, police, health services, CAMHS, voluntary organisations, and specialist service providers.
- Act as an advocate for pupils and their families, brokering access to support regarding issues such as health, housing, benefits, and family support services.
- Communicate with parents and families regularly by phone, in person, and through home visits to resolve concerns, provide updates, and build positive relationships.
- Regularly manage highly distressed, angry or confrontational parents and families during safeguarding investigations and child-on-child abuse cases.
- Embed a culture of listening to children throughout the school, ensuring that pupils' voices and lived experiences inform safeguarding practice and pastoral provision.
- Adopt appropriate communication approaches depending on the nature of the situation, using effective oral communication skills and dealing sensitively with emotional, contentious, or distressing circumstances.

5. Senior Leadership Team Duties and Whole-School Contribution

As a member of the Senior Leadership Team, the postholder will:

- Attend and contribute to all Senior Leadership Team meetings, playing a full part in the strategic direction and day-to-day leadership of the school.
- Participate in the school's duty rota, ensuring a visible senior leadership presence at key points of the school day including arrival, break, lunch, and dismissal.
- Contribute to whole-school improvement planning, self-evaluation, and preparation for external inspection, including Ofsted and Diocesan (Section 48) inspection.
- Lead and deliver elements of whole-school staff training, including INSET days, twilight sessions, and briefings, particularly (but not exclusively) in relation to safeguarding, child protection, attendance, mental health and emotional wellbeing, and the Prevent duty.
- Support the planning and delivery of staff CPD across the school, contributing expertise and leading training sessions as directed by the Headteacher.
- Represent the school at external meetings, conferences, networks, and partnership forums as required.
- Attend and support school events, including parents' evenings, open evenings, information evenings, celebration events, and transition activities.
- Support the Headteacher and Deputy Headteacher in the management of critical incidents, emergency responses, and any situation requiring senior leadership intervention.
- Model the highest standards of professional conduct, acting as a role model for all staff and upholding the school's values and expectations at all times.
- Undertake any other duties reasonably requested by the Headteacher that are commensurate with the seniority and purpose of the role.

Job Specification Continued



6. People Management

- Undertake line management responsibilities for designated staff Attendance Officer, Deputy DSL/Safeguarding Officer, Learning Engagement Worker, ACCOs and Pastoral Support Worker, including fortnightly supervision, support, guidance, workload coordination, performance management, absence management, and professional development.
- Provide advice, guidance, coaching, and training to all staff on safeguarding, child protection, attendance, and pastoral support.
- Lead the annual whole-school safeguarding training programme in line with KCSIE, ensuring all staff (including temporary staff, supply staff, volunteers, and governors) receive appropriate and timely training.
- Lead the safeguarding induction for all new staff, ensuring they understand the school's safeguarding policy, reporting procedures, the role of the DSL, and their individual responsibilities under KCSIE.
- Understand and support the school in meeting the requirements of the Prevent duty, providing advice and support to staff on protecting children from the risk of radicalisation.
- Attend and participate in case conferences, multi-agency meetings, team around the child meetings, and other professional forums as the school's representative.

7. Administration, Data, and Compliance

- Ensure that safeguarding and attendance records are accurate, comprehensive, and compliant with data protection legislation (UK GDPR and the Data Protection Act 2018).
- Manage the creation, updating, archiving, and retention of pupil safeguarding files in accordance with statutory retention schedules.
- Ensure that data held on the school's Management Information System is accurate and up to date, implementing proactive processes to maintain data quality.
- Produce reports, data summaries, and briefings for the Headteacher, Governing Body, Diocese, and external agencies as required.
- Ensure the school's website contains all required safeguarding information and is compliant with statutory publishing requirements.
- Respond accurately and promptly to requests for pupil data, producing information in an appropriate and professional format.
- Ensure all risk assessments relating to safeguarding and attendance activities (including home visits and off-site work) are completed and maintained.
- Responsible for designing and maintaining CPOMS recording structures, safeguarding recording categories, attendance dashboards and governor/SLT/Ofsted reporting formats.

Job Specification Continued



8. Catholic Life and Lasallian Mission

- Actively support and promote the Catholic mission and ethos of St Bernadette Catholic Secondary School in all aspects of the role.
- Contribute to the spiritual life of the school community, modelling the Lasallian values of faith in the presence of God, concern for the poor and social justice, respect for all persons, quality education, and inclusive community.
- Work in a manner consistent with the teachings of the Catholic Church and the expectations of the Diocese of Clifton.
- Ensure that pastoral care and safeguarding practice reflect the school's commitment to the dignity and welfare of every young person, particularly those who are most vulnerable and most in need.
- Support the school's work as a Lasallian Associate School, embedding Lasallian principles within the culture of care, safeguarding, and inclusion.

Working Hours and Flexibility

The standard working hours for this role will be agreed on appointment. However, the nature of safeguarding, attendance, and senior leadership responsibilities means that flexibility in working hours is essential. The postholder should expect that at times their working pattern will need to vary to meet the demands of the role. This may include:

Early starts or late finishes to support the duty rota or respond to safeguarding concerns.

Frequent home visits, lone working and attendance at multi-agency meetings where conflict, aggression or emotionally challenging circumstances are expected.

Attendance at evening events such as parents' evenings, open evenings, information evenings, and governors' meetings.

Occasional work outside normal hours in response to urgent safeguarding matters, critical incidents, or contact from external agencies, including social care and the police.

Availability during school holiday periods for safeguarding matters, attendance at multi-agency meetings, case conferences, and preparation work, as is appropriate for a 52-week contract.

Time off in lieu may be agreed with the Headteacher where additional hours are worked. The school is committed to supporting a sustainable and healthy working pattern for all staff.

Working Conditions

Work will primarily be school-based but will include home visits and attendance at meetings with external agencies at other locations. An element of lone working may be required, which should be undertaken in line with school guidelines.

The postholder will need emotional resilience and the ability to manage personal stress in demanding, sensitive, and challenging situations. Support will be provided through line management, supervision, and access to wellbeing resources.

Job Specification Continued



The postholder will carry out individual situational risk assessments to ensure the emotional and physical safety of all those involved in any intervention, whether on site or during home visits. Manual handling or positive handling may be required in limited circumstances and in line with relevant training and guidelines.

General Expectations

Be committed to safeguarding and promoting the welfare of children and young people in accordance with Keeping Children Safe in Education (current edition) and all relevant statutory guidance. The postholder is expected to maintain detailed, current knowledge of KCSIE and to lead the school's compliance with each annual edition and any interim updates.

Be aware of and comply with all school policies and procedures, including those of the Governing Body and the Diocese of Clifton.

Support and promote the Catholic ethos and Lasallian mission of the school.

Ensure that the school's equal opportunities commitments are upheld and promoted in all aspects of the role.

Demonstrate professionalism in handling sensitive and confidential information, in full compliance with data protection legislation.

Comply with and promote Health and Safety policies and procedures, undertaking recommended Health and Safety training as required.

Commit to continuous professional development, including maintaining current and expert knowledge of safeguarding legislation, statutory guidance, and best practice. The postholder must keep pace with the evolving expectations of KCSIE, Working Together to Safeguard Children, attendance legislation, mental health guidance, and all related statutory frameworks, participating in relevant training, networks, and professional forums to ensure the school's practice reflects the most current requirements at all times.

This post is subject to an enhanced DBS check with a barred list check (child workforce). The postholder must disclose any convictions, cautions, or other relevant information as required by law.

Flexibility and Amendment

This job description sets out the main duties of the post at the date of issue. The scope and responsibilities of the role may be amended from time to time by the Headteacher and/or Governing Body to reflect changes in the needs of the school, developments in legislation or statutory guidance, the evolving priorities of the Senior Leadership Team, or the requirements of any Multi-Academy Trust of which the school may become a part. Any such changes will be reasonable, proportionate, and discussed with the postholder in advance wherever practicable. The postholder may also be required to undertake such other duties as are commensurate with the seniority, purpose, and grading of the role.

Person Specification



Qualifications

Essential	Desirable
Level 3 qualification or equivalent experience.	DSL training.
GCSE English and Mathematics (Grade 4/C or above).	Senior Mental Health Lead qualification.
Relevant CPD in safeguarding, attendance or pastoral leadership.	Professional qualification in safeguarding, education, social work or related field.
	Safer Recruitment and Mental Health First Aid.
	Degree Level qualification

Experience

Essential	Desirable
Significant safeguarding and child protection experience.	Previous DSL/Deputy DSL experience.
Managing complex safeguarding cases.	Secondary school experience.
Working with Children's Social Care, Police and external agencies.	Leadership of safeguarding across a school.
Attendance intervention and improving attendance.	Home visits and inspection preparation.
Maintaining confidential safeguarding records.	Experience with CPOMS, <u>MyConcern</u> , <u>Arbor</u> , <u>Bromcom</u> or SIMS.
Delivering staff training.	

Knowledge

Essential	Desirable
Keeping Children Safe in Education.	Bristol safeguarding procedures.
Working Together to Safeguard Children.	Diocese of Clifton safeguarding.
Attendance legislation.	Catholic education.
Prevent Duty.	Ofsted safeguarding expectations.
UK GDPR and Data Protection Act.	
Children's mental health and trauma-informed practice.	

Person Specification



Skills & Abilities

Essential	Desirable
Excellent leadership and organisation.	Coaching and mentoring.
Strong communication and report writing.	Presenting to governors.
Ability to manage sensitive information.	Leading whole-school improvement.
Data analysis and decision making.	
Resilience and professional judgement.	
Training and presentation skills.	

Personal qualities

Essential	Desirable
Commitment to safeguarding.	Knowledge of Lasallian values.
Integrity and professionalism.	Commitment to wider school life.
Compassion and empathy.	
Resilience.	
Commitment to Catholic ethos.	
Collaborative approach.	

Other Requirements

- Enhanced DBS with Children's Barred List check.
- Willingness to work flexibly including evenings and holidays when required.
- Ability to undertake home visits.
- Commitment to continuous professional development.