



# ST EDWARD'S COLLEGE

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**Deputy Safeguarding Officer**

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Choir School to Liverpool Metropolitan Cathedral  
Part of the Edmund Rice Trust Family of Schools

# About St Edward's



## THE COLLEGE TODAY

St Edward's College is a Catholic school, located in the heart of Liverpool, educating 11–18 year olds. With its strong track record of academic success, pastoral care, and enrichment of every student, the school has become highly popular and is consistently oversubscribed, receiving 900 applications for just 176 Year 7 places. The College has built close ties with the local community, including a partnership with its co-located primary school, forming the Cathedral Choir School for the Liverpool Metropolitan Cathedral. The College offers a broad range of extra-curricular activities, from music and drama to a wide variety of sports, and academic clubs such as mathematics and science, where students have excelled in national competitions. These activities are supported by excellent sports facilities, including an indoor swimming pool. The thriving Sixth Form, with over 300 students, is one of the largest in the city and is further enhanced by the Honours Programme, which targets Oxbridge and Russell Group universities. In September 2024, the College appointed a new Headteacher, who has a compelling vision to make St Edward's College the preeminent Catholic school in the city and beyond. With their leadership, the College is set to enter an exciting new chapter, continuing to build on its successes and offering even greater opportunities for its students.

## **BUILDING ON OUR RICH HISTORY**

We are currently in the consultation process to join the Laetare MAT by November 2025. Joining the Laetare Trust marks a new phase in the College's development, and the Governors are carefully considering this exciting opportunity for our future. The Laetare Trust, which focuses on religious order schools, aligns with our values and mission.

Regardless of the outcome, the Catholic life of the school will continue to flourish and be enriched, building on the excellent practice identified in the November 2024 'Good' judgement of the Section 48 Diocesan Inspection.

In December 2024, we were judged to be 'Good' in all categories by Ofsted – The Quality of Education, Behaviour and Attitudes, Personal Development, Leadership and Management, and Sixth Form. This is a positive step forward in our shared vision to make St Edward's College the preeminent Catholic school in the North West.

## **COLLEGE 'CROWN JEWELS'**

### **THE THINGS WHICH MAKE ST EDWARD'S EXCEPTIONAL**

**Cathedral choir.** The only secondary Catholic Cathedral choir school in England, one of few choir schools in state sector. 3 choirs – boy choristers, girl choristers, youth choir (older singers) – lead the choral worship at a professional standard of singing from an exhaustive repertoire of plainsong plus British and European composers, singing over 100 services a year.

**Music.** 20% pupils selected on basis of musical aptitude (by special govt permission) and a strong programme of musical nurture and ambitious performance, standard of music making and levels of participation v unusual for schools in either state or private sectors.

**Sport.** Extensive weekend sports programme, high levels of participation and standard of play provide a significant number of pupils with opportunities to enjoy competitive traditional sports at no cost and with great benefit for physical and mental health and wellbeing. The programme is supported by parental donations and a philanthropist alumnus.

**Catholic Culture.** Unusual even amongst Catholic schools, extensive opportunities for prayer, liturgy, reflection and the strong worshipping life of the school, (every pupil attends the Cathedral at least

annually makes a huge difference to the SMSC development of pupils. 100+ pupils confirmed in Oct 24, Mass celebrated in school weekly-examples.

**Honours Programme.** The nurture of top-level university applications within a not-very-selective sixth form, on a programme part funded by a philanthropist alumnus, has increased the academic performance making us one of the most successful Oxbridge feeder schools in area.

**EBacc entry.** Numbers unusually strong for a comprehensive school.

## “MAKING A POSITIVE DIFFERENCE”



As a Christian community, St Edward's College aims to:

- promote an atmosphere in which all members of the community feel comfortable, are free to develop their own interests and can appreciate the values of kindness, honesty and service to others
- affirm, nurture and seek to develop the faith and spiritual growth of its members and to encourage
- individuals to participate in the life of the Church
- provide a broad and challenging education and a stimulating environment in which individuals are
- encouraged to fulfil their own potential, value the talents of others and live life to the full
- assist individuals to recognise how Catholic faith and teaching can be applied to their lives, thereby helping them to recognise the dignity and uniqueness of each person
- promote an active partnership between school and home
- seek to be a vital and integral part of the local and wider communities

“A good school provides a rounded education for the whole person. And a good Catholic school, over and above this, should help all its students to become saints”

**Pope Benedict XVI to Catholic school children, London 2010**



## ACADEMIC

Academically, St Edward's prides itself on getting the very best out of its pupils and students. The College offers a broad academic curriculum with a good choice of GCSE subjects and the chance to study A Levels or BTECs in the Sixth Form. The majority of students go onto university and the College has a good record over the years of Russell Group and Oxbridge success.

An Honours Programme has been set up under the guidance of the Assistant Principal (Sixth Form & Scholarship) to inspire and encourage the highest achievers from Year 10 upwards to aim for the top universities and courses.

## EXTRA CURRICULAR

With a busy sporting calendar, pupils and students have the chance to represent their school in various sports including the principle winter sports of rugby and hockey. Our sports facilities (swimming pool, gym, astroturf, rugby fields) provide good training opportunities and the coaching staff dedicate extensive time and effort to nurturing young talent. We are also one of the largest DofE centres in the North West, and the programme is run by our own dedicated staff.



Away from the great outdoors, the College put on a high-quality drama production each year with a music concert held each term showcasing the multitude of musical talent in the school.

Social and charitable projects also thrive, with pupils and students passionately advocating moral conscience causes and wanting to make change happen for the good in a needy world.

## Staff



St Edward's College has a very friendly, collegial and social Common Room with colleagues from a variety of backgrounds. Catholic staff wishing to have their children educated at the College (subject to places being available and the child/ren satisfying the normal entry criteria) enjoy a measure of precedence in the College admissions code.

The professional development of staff is a high priority and the College is a challenging but happy place to work. A Staff Wellbeing Committee meet on a regular basis and a Staff Benefits Package has been established to further reward all College staff.



# Pastoral Care



Outstanding pastoral care for every pupil and student is at the heart of St Edward's College. All pupils, students and staff are members of one of six Houses under the leadership of a Head of Year who has overall responsibility for the pupil's or student's pastoral care and welfare. The Heads of Year in turn report to the Assistant Principal for Pastoral Care.

Strong community life through the House system, in which everyone has a special role to play and a place of honour, encourages healthy cooperation and competition, developing key life-skills which will help in the adult world. Student leadership is promoted through making good things happen at a House level and Sixth Formers are given duties and responsibilities, acting as role models and counsellors for younger pupils. Daily Year form periods, weekly Year assemblies and regular House competitions enhance the community spirit in the College with pupils and students given the opportunity to contribute their views on school life via the College Council.

A team of staff and students comprise the chaplaincy team; a school priest who provides sacramental ministry, and who along with the Liturgical Co-ordinator looks after the daily life of the Chapel and Mass arrangements. The School Counsellor offers counsel to pupils in difficulty or distress. Catholic faith, worship and outreach is a strong feature of the College.

# Deputy Safeguarding Officer



We are seeking to appoint an energetic, innovative and hardworking Deputy Safeguarding Officer to join our team.

**Salary:**

SCP 15, 89%, (£25,927.80)

**Start Date:**

ASAP

**Line Manager:**

Designated Safeguarding Lead

**Hours of work:**

Term time: Mon – Fri 08:15 – 16:15

Other: 08:30 – 15.30 (Inset days – to be advised)

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St Edward's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



# KEY RESPONSIBILITIES & ACCOUNTABILITIES

- To have the time, funding, training, resources, status, support and authority within the school to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children
- To support the DSL and pastoral team in promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact
- To be available, in the absence of the DSL, for staff to discuss any safeguarding concerns during term time and to support the arrangement of adequate and appropriate cover for out of hours/out of term time activities
- Support the DSL to address all identified training needs relating to safeguarding. In agreement with the principal, to deputise in the absence of the DSL
- To understand, uphold and promote the Catholic ethos of the school and particularly to ensure each member of the school is treated with dignity and care as a child of God
- To support the DSL in Managing Referrals
- Support the DSL by Raising Awareness
- Support the DSL by Preventing Radicalisation
- Support the DSL by assessing risk
- Safer Recruitment
- Audits, evidence and reporting
- Pupil Outcomes
- Deliver training alongside the DSL
- Key worker for children in care
- To attend child protection meetings
- Lead co-ordination of Personal Education Plans for children in care
- Child in need meetings

## STAFF SUPPORT

- To ensure that record keeping is timely, accurate, comprehensive and securely stored within current school platforms CPOMS

## BEHAVIOUR

- Demonstrate a high quality effective model for pupil behaviour
- Support learners and encourage positive attitudes to learning in and around school
- Work with pupils and staff towards restorative practice and building positive relationships
- To be a visible presence across the school, modelling expected behavioural routines and effective behaviour management techniques
- To provide support to the staff investigating incidents on and off site and liaise with all stakeholders to ensure issues are dealt with swiftly and appropriately

# Person Specification



	Essential	Desirable
<b>Qualifications</b>	<p>Good level of education including English/Maths GCSE Grade C/O Level</p> <p>Appropriate evidence of sustained professional development</p> <p>NVQ Level 3 or 4 in relevant discipline</p>	<p>Higher degree or qualification in youth work</p>
<b>Experience</b>	<p>Experience of forming close and effective relationships with parents</p> <p>Understanding of safeguarding in schools and a commitment to the wellbeing of all the pupils</p> <p>Experience of working with learners of a relevant age and/or learning need included</p>	<p>Expertise in the use of ICT/SIMS/CPOMS</p> <p>Experience of delivering careers information, advice and guidance</p> <p>Experience managing varying behaviours of young people</p>
<b>Personal qualities</b>	<p>Commitment to and an understanding of the Catholic ethos and values of the College, and to see its relevance to all aspects of College life</p> <p>Personal and professional integrity, including modelling values and vision</p> <p>Ability to relate to pupils and students of all abilities, forming professional, warm, mutually respectful working relationships</p> <p>Energy, charisma and dynamism</p> <p>Commitment to support the wider life of the College; its extra-curricular activities, trips and expeditions, Cathedral choral services</p> <p>Effective time management skills and ability to manage workload</p> <p>Demonstrable resilience and optimism</p>	<p>Practising Christian, either (i) of the Roman Catholic faith (preferable), or (ii) of any other Christian denomination.</p> <p>A good sense of humour</p>

## **Remuneration & Benefits:**

Catholic staff wishing to have their children educated at the College (subject to places being available and the child/ren satisfying the normal entry criteria) enjoy a measure of precedence in the College admissions code. The professional development of staff is a high priority. The College is a challenging but happy place to work.

## **Timeline for Appointments:**

- Advertised: On College website, Ednet
- Contract type: Permanent
- Start Date: ASAP
- Closing Date: Wednesday 2 April. We reserve the right to interview and appoint before the closing date, so early applications are strongly encouraged.
- Interviews: Friday 4 April

## **How to Apply:**

Applications should be made to Lee Fabia, using the College application form (a CV may be submitted as well, but no application can be accepted without the College application form completed in full).

Apply by post to: Lee Fabia  
St Edward's College  
Sandfield Park  
Liverpool, L12 1LF

Or apply by email to: [recruitment@st-edwards.co.uk](mailto:recruitment@st-edwards.co.uk)

All applications will be acknowledged within one working day of receipt.

St Edward's College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure & Barring Service check.



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