

Information pack for candidates



ST HILDA'S
CE HIGH SCHOOL

WISDOM
HOPE
COMMUNITY
DIGNITY
EQUALITY
DIVERSITY

Designated Safeguarding Lead

Scale PO3 32-35 £42,839 - £47,181

CHRIST JESUS AS OUR
CORNERSTONE

THE ST HILDA'S FAMILY

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Strengths from SIAMS Report (2025)

- St Hilda's family is deeply devoted to its vision. It is underpinned by a carefully crafted set of Christian values. These are the cornerstone of every aspect of this inclusive school community and enable students and adults to thrive together.
 - Highly positive and productive relationships throughout the school nourish and affirm individuals enabling them to be the best that they can be. This is pivotal in transforming lives and encouraging an atmosphere of aspiration, hope and dignity.
 - Religious education (RE) has a high status and is a significant strength of St Hilda's. Known throughout the school as 'the core of the core', it has a strong and challenging curriculum. Students flourish in the subject and make strong progress in their studies at all levels.
 - Visionary leadership of collective worship inspires the school community and provides a key focus for its daily life. These times of gathering bring opportunities for reflection. They promote spiritual flourishing and strongly support the development of an understanding about how to live well.
 - The vision passionately drives a culture that includes and nurtures every individual. Therefore, leaders ensure that provision for students, including those with special educational needs and disabilities (SEND), is of the highest quality.
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Dear Candidate

Many thanks for your interest in St Hilda's and the post of Designated Safeguarding Lead.

St Hilda's is unique. St Hilda's is a family. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. We welcome students and their family from a Christian background, from other faiths and those who have no faith. Each individual is precious.

Although our reputation in the community is excellent, this does not mean that we do not look for opportunities to improve who we are and what we do. We live by our values and are educating for 'wisdom, hope, community, dignity, equality and diversity'. Students helped to choose our 6th value of diversity. We changed to a house system to promote a sense of belonging in each of our students and members of staff. Our smaller House families come together to form the larger St Hilda's family.

We chose our 6 Houses very carefully. Each one of these inspirational people embody our values and have helped to shape Liverpool. We speak in more detail about Margaret Aspinall, Gee Walker, Kitty Wilkinson, John Brodie, William Roscoe and Levi Tafari on our website.

We believe in student voice, in student leadership and in high expectations. Our behaviour systems focus on a Chance to Change and we work hard in ensuring we support our students in making the right decisions, ready to take their place in our society. In 2025, Our SIAMS inspection found that St Hilda's Church of England High School is living up to its foundation as a Church school and is enabling students and adults to flourish. The report highlighted "St Hilda's biblically rooted Christian vision is the cornerstone and lifeblood of this school family. It is strongly proclaimed and confidently embraced, sustaining and nourishing the school's work and mission. Along with its compelling Christian values, the vision drives this exceptional school. Diversity and difference are embraced, giving dignity and allowing this community to live well together. Students are highly respectful and supportive, enabling them to appreciate and support one another to be who they are." We are unashamedly a Christian school. Our most recent Ofsted report graded us as Good in 2021.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are looking for someone who will join the St Hilda's family in the key position as Designated Safeguarding Lead who champions all of our students, challenges where necessary and celebrates at every opportunity. You will support and develop the people in your team, ensuring all opportunities are taken to lead and share excellent practice. Your vision to support St Hilda's to the next level is paramount.

Academically, St Hilda's intake above is national average. However, our aspiration is that every single one of our students achieves or exceeds their potential, has exceptional pastoral support and has a wealth of opportunities to support their development. In this role, we are looking for a very special person with the vision and experience to help our vision become a reality. **Is this you?**



We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact Michelle Phillips by email should you wish to arrange a visit recruitment@st-hildas.co.uk

I look forward to receiving your application if you believe that St Hilda's suits your career aspirations and you meet our criteria for selection. We are looking for a very special **Designated Safeguarding Lead** whose vision can take the department to the next level.

Thank you for your time,

A handwritten signature in purple ink that reads "Jo Code". The signature is written in a cursive, flowing style.

Mrs Jo Code, Head Teacher

St Hilda's CE High School

St Hilda's CE School is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 1132 students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

We are the St Hilda's family, with Jesus Christ as our cornerstone. Building on foundations of **wisdom, hope, community, dignity, equality and diversity**, we nurture and support each other to be or very best. We rejoice in our diversity and celebrate our many achievements.

St Hilda's also has a sixth form. St Hilda's College is an integral part of the school and last year, over 88% of Year 11 chose to continue their education at St Hilda's. The College is growing year on year.



The new school buildings were opened in September 2015. We are incredibly proud of the excellent facilities we have, including excellent sports facilities. St Hilda's College have dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is our staff. St Hilda's staff are incredibly generous with their time and support of each student. We have an incredibly low turnover of staff and we retain many of our ECTs and former students return to work here.

This is an exciting time to join the school and become part of a hard-working and committed team who embody our vision and values.



Leadership Team

Jo Code, Headteacher.

Karen Kearns, School Business Manager.

Robbie Lawton, Deputy Headteacher, Pastoral.

Andy Smith, Deputy Headteacher, Quality of Education.

Carina Bird, Assistant Headteacher, Quality of Education, CPD.

Liz Cowdell, Assistant Headteacher, Quality of Education, Data & Assessments.

Andrea Howard, Assistant Headteacher, Head of St Hilda's College.

Lisa Franks, Executive SENDCo.

John Martin, Assistant Headteacher, Behaviour and Attitudes.

Nancy Martin - Associate Assistant Headteacher, Head of Christian Distinctiveness & RE.

Conor Merrick, Associate Assistant Headteacher, Head of English, Literacy and Reading Intervention.

Ben Norton, Associate Assistant Headteacher, Early Careers and Appraisals.

Anthony Washington, Senior Head of House, Behaviour and Attitudes.

Karen Steele, Non-teaching DSL.

Kate Hester, SENDCo.



Liverpool

Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!



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Location and Transport Links

Liverpool enjoys superb communication links. St Hilda's CE School is located close to the M62 and other major roads. There are train and bus links to St Hilda's. Liverpool Lime Street train station is the main station serving the city of Liverpool. Liverpool Airport is less than 30 minutes away.

St Hilda's CE High School

Croxtheth Drive, Sefton Park, Liverpool L17 3AL

T: 0151 733 2709

E: info@st-hildas.co.uk

I: www.st-hildas.co.uk

Facilities and Amenities

St Hilda's CE School is close to the 3 universities in Liverpool. We are also close to Liverpool One; a range of shops, bars, restaurants, cafes and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries anywhere outside London. The city also has several hospitals, theatres, cinemas and numerous other cultural and leisure facilities. St Hilda's CE School lies in South Liverpool, overlooking Sefton Park.

Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in outside of Liverpool. Help and advice can be given by the school if accommodation is required.

Job Description

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and Job Title.

Designated Safeguarding Lead

Working time:	39 weeks a year – 40 hours. Including out of hours emergencies.
Grade:	Scale PO3 32-35 £42,839 - £47,181
Disclosure level:	Post is subject to a current enhanced disclosure
Reporting to:	Deputy Headteacher - Pastoral
Working with:	Teaching and support staff, Inclusion Team, Head of House, Assistant Heads of House, Wider Pastoral Team, External Agencies, EWO, Students and Parents.

STRATEGIC PURPOSE:

- To carry out the role of Designated Safeguarding Lead as a key member of the senior leadership team.
- To manage the behaviour, attendance and pastoral care of students and work effectively with other staff, families and carers to overcome barriers to learning.
- To maintain accurate safeguarding records

JOB PURPOSE

The role exists to ensure that:

- The school meets all statutory duties for child protection and safeguarding.
- Families receive targeted support, early help, and strong home–school communication.
- The school achieves excellent attendance, reduces persistent and severe absence, and intervenes early.

This is a strategic and operational leadership role requiring expert knowledge of safeguarding legislation, strong partnership work, and the ability to influence whole-school culture.

KEY RESPONSIBILITIES

A. Designated Safeguarding Lead (DSL)

- Lead safeguarding practice across the school in line with KCSIE and statutory guidance.
- Manage all child protection concerns, referrals, and multi-agency communication.
- Maintain accurate, secure safeguarding records using the school's chosen system.
- Chair safeguarding meetings, including Team Around the Child and Multi-disciplinary Team, and coordinate Early Help, CIN, and CP plans.
- Deliver staff and governor training, updates, and briefings on safeguarding and safer working practice.
- Oversee safer recruitment processes and maintain the Single Central Record.
- Provide strategic reports to SLT and governors on safeguarding trends and actions.
- Be responsible for the care, accuracy, confidentiality, security and maintenance of highly sensitive information, in accordance with GDPR regulations. Remain aware at all times of confidentiality and sensitivity requirements in relation to the service provided

B. Family Liaison Lead

- Build relationships with families to improve engagement, trust, and communication.
- Provide early help support, home visits, and signposting to external services.
- Work with families experiencing barriers such as poverty, SEND, behaviour, or mental health needs.
- Coordinate multi-agency support including social care, CAMHS, youth services, and voluntary sector partners.
- Run parent workshops, drop-ins, and targeted support programmes.
- Support reintegration plans following suspensions or prolonged absence.

C. Attendance Lead

- Lead whole-school attendance strategy to meet national expectations and reduce persistent and severe absence.
- Oversee daily attendance monitoring, first-day calling, and escalation procedures.
- Analyse attendance data, identify patterns, and implement targeted interventions.
- Chair attendance panels and lead legal processes (Penalty Notices, EWS referrals).
- Work closely with pastoral teams, tutors, and heads of house to embed our attendance culture.
- Produce attendance reports for SLT, governors, and external agencies.
- Ensure school is statutorily compliant

SAFEGUARDING COMMITMENT

The post-holder must uphold the school's commitment to safeguarding and promoting the welfare of children and young people and will be expected to undergo enhanced DBS checks and ongoing safeguarding training.

PERSON SPECIFICATION

[A] Qualification requirements

	Essential	Desirable	Source
GCSE Maths and English (Grade C above/ equivalent)	E		A
Qualification in social work, youth work, counselling, or family support		D	A
Qualified Safeguarding Training, preferable DSL, demonstrating strong knowledge of safeguarding and child protection responsibilities.	E		A
First Aid Qualification/ Willingness to be trained.		D	A

[B] Experience

	Essential	Desirable	Source
Experience of work with safeguarding, social care, pastoral leadership or similar	E		A/I/R
Experience supporting families with complex needs.	E		A/I/R
Experience analysing attendance data and leading interventions.	E		A/I/R
Experience in a secondary school environment.		D	A/I/R
Experience of liaising with external organisations	E		A/I/R
Experience of leading a team		D	A/I/R
Experience with early help, child protection or multi agency working.		D	A/I/R
Experience of work with safeguarding, social care, pastoral leadership or similar	E		A/I/R
Experience supporting pupils at risk of exclusion		D	A/I/R

[B] Knowledge/Understanding

	Essential	Desirable	Source
Strong understanding of KCSIE, Working Together to Safeguard Children, and GDPR.	E		A/I/R
Knowledge of SEND, behaviour management, and trauma-informed practice.		D	A/I/R
Knowledge of attendance processes and behaviour improvement strategies.		D	A/I/R

[C] Personal Qualities and Skills

	Essential	Desirable	Source
Excellent communication, record-keeping, and multi-agency partnership skills.	E		A/I
Ability to manage sensitive information with discretion and professionalism.	E		A/I
Ability to lead, influence, and train staff.	E		A/I
Able to build positive, supportive relationships with students and families.	E		A/I
Confident managing challenging situations in a calm and professional way.	E		A/I
Ability to complete home visits when required.	E		A/I
Strong communication and teamwork skills.	E		A/I
Good organisational skills, able to prioritise and keep accurate records.	E		A/I
Confident using IT systems and reporting tools.	E		A/I
Full Driving licence	E		A/I
Supportive of the school Christian values and vision	E		A/I

[D] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer.	E		R
DBS Clearance post appointment	E		N/A

(Source: A=Application (form+letter); I=Interview;

R=Reference)

[E] Application Form and Supporting Statement

The supporting statement should be clear, concise and related to the specific post. No more than 2 sides of A4, font size 12.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

In your letter of application, please *demonstrate* how you meet these criteria.

Do not include a curriculum vitae. Candidates failing to meet any of the essential criteria will automatically be excluded.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

How to apply and the Selection Process

Closing date for applications: 9am Monday 22nd June 2026

Applications should be sent to: recruitment@st-hildas.co.uk

All candidates, both those shortlisted and those who are not successful, will be contacted by email. Details of the date and time of final interviews will be given to successful candidates.

Formal interview at the school: TBC

Start date: September 2026



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