



Pastoral Lead (Designated Safeguarding Lead)

Job Vacancy

Are you passionate about providing the very best for children?

Would you like to be part of our friendly, supportive and ambitious Team St Lens?

If so, we would love to hear from you.

St Leonards CE Primary Academy is seeking an exceptional Pastoral Lead to join our dedicated team. As a popular, inclusive Church Academy within The Diocese of Chichester Academy Trust, we are committed to ensuring every child feels safe, valued and able to flourish.

This is a rewarding opportunity for a compassionate and highly organised professional who is passionate about making a difference to children's lives. The successful candidate will play a key role in supporting pupils and families, improving attendance and punctuality, promoting positive behaviour and ensuring the highest standards of safeguarding across the school.

Working closely with the Senior Leadership Team, Administrative Team and external agencies, the Pastoral Lead will be instrumental in helping remove barriers to learning and ensuring that all children are able to thrive both academically and personally.

As Designated Safeguarding Lead, the successful candidate will be responsible for safeguarding and promoting the welfare of children and young people, maintaining the highest levels of professionalism, confidentiality and adherence to school policies and procedures.

We are looking for someone who:

- Has experience of working with primary-aged children in a range of contexts.
- Is educated to A Level, HND standard or equivalent, or can demonstrate equivalent experience and abilities.
- Is passionate about creating a safe, secure and nurturing environment where children can flourish.
- Can build positive, professional relationships with pupils, families, staff and external agencies.
- Has excellent written and verbal communication skills.
- Is approachable, friendly and positive.
- Has excellent organisational and time management skills.
- Demonstrates strong attention to detail.
- Is flexible and willing to learn and adapt.
- Brings warmth, resilience and a sense of humour to their work.
- Maintains the highest standards of professionalism at all times.
- Is kind, patient and committed to supporting the whole school community.



In return, we offer:

- A welcoming, caring and supportive school community.
- Friendly and dedicated colleagues who work together as Team St Lens.
- Enthusiastic and engaging children who are a joy to work with.
- Opportunities for professional development and training.
- The chance to make a genuine difference to the lives of children and families every day.

If you are committed to helping every child succeed and believe that strong pastoral support can transform lives, we would be delighted to receive your application.

Join Team St Lens and help us ensure that every child is known, valued and able to shine.

St Leonards CE Primary Academy is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo appropriate pre-employment checks, including an Enhanced DBS check.

The position is for 37 hours per week Monday to Friday, term time only (including INSET days), plus 2 weeks during the holiday periods.

You will be paid on the Single Status pay scale Grade 10 (scale point 26-28) £36,380 to £38,872 pro-rata, per annum (Actual salary £33,042 - £35,306)

The academy has a commitment to equality and diversity and encourages recruits from a diverse background to apply.

If you would like further information about our school please visit our website, www.stlens.org. If you would like to arrange a school visit or have any questions, please email Melissa Davey our Business Manager at mdavey@stlens.org Unfortunately, CV's will not be considered.

Closing date: Wednesday 2nd September 2026 @ 9am

Interview date: Thursday 10th September 2026

Start Date: October 2026

Safeguarding

This post is covered by the Childcare Disqualification Regulations 2018.

The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust safeguarding and child protection policy, and all staff will receive training relevant to their role at induction and throughout employment at the school/Trust. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work



with children. For further information about what is required in this process please go to <https://www.gov.uk/dbs-check-applicant-criminal-record>. An online search will be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with [Keeping Children Safe in Education](#).

The Diocese of Chichester Academy Trust is committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity.

Additional Information

Work Permits: we may be able to obtain a Work Permit for this post, but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions, we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.