

Pastoral & Safeguarding Lead Candidate Information Pack

Cronton CE Primary School



About Liverpool Diocesan Schools Trust

We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high-quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.

- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

Our Core Values

We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

We are a fully inclusive organisation and encourage applications from individuals from minority communities.

About Cronton CE Primary School

Our mission is:

To provide a wide range of outstanding educational and life experiences so that every child can attain their full potential within a happy and Christian environment based on Christian values.

WHAT WE HOPE TO ACHIEVE . . .

Based on the Christian faith, we aim to teach every child to be considerate and respectful of themselves, others and the environment with everyone leading by example and demonstrating our belief in the Christian values.

We aim to make school a place of happy memories and enjoyable learning, where all children are given a chance to shine and to leave the school as well-rounded individuals prepared for the future.

We aim to develop the children in our care by giving them wide ranging experiences so that they gain knowledge and understanding of the world around them and value the opportunities that they have.

We aim to give the children a firm foundation in the skills needed to succeed by being literate, numerate, creative and to possess technology skills to discover information for themselves within a safe, purposeful and open learning environment.

We aim to develop the whole child so that they are confident and motivated to learn and develop their own individual abilities and talents in order to achieve success that is recognised and celebrated.

We aim to involve parents in the partnership of their child's education at our school and foster relationships that will support the development of their child. We aim to develop our own skills and knowledge as we recognise that learning is a lifelong journey and all staff are committed to their own development to benefit ourselves and the children we teach.

ETHOS AND VALUES

As a Church of England school, the foundation of our approach is the Christian faith. The school enjoys strong links with the church, and this allows everyone to learn about and practice Christian beliefs, and all are invited to take part in its

community life. The school is committed to respecting the personal values and beliefs (religious or otherwise) of parents and children.

Our school values are underpinned by our Christian beliefs and values for life. The Christian Values chosen by the children for this year are: **Generosity, Justice, Wisdom, Compassion, Forgiveness, Trust**

The Governors and staff of Cronton C. E. School have aims for the children linked to our school motto "BEST".

Believe - to have faith in God, oneself and others

Enjoy - to be happy, secure, confident and independent.

Succeed - for every child to be well motivated, develop their potential and experience success.

Together - to be part of the community, locally, nationally and globally; to be well mannered, disciplined, sociable, caring and respectful.

Education at Cronton CE Primary School is a partnership between the home, the school and the church. We aim to make the school a warm, inviting and welcoming place, where children can feel secure and where parents are valued.

We aim to develop children's spiritual maturity enabling them to take responsibility for their own actions and to understand the needs of others. Giving children opportunities to reflect with awe and wonder on what they learn in school and the world around them and fostering their spiritual development. Throughout their time at Cronton C. E. School children are encouraged to express experiences, feelings, questions and ideas in their own words.

We believe that the school is both happy and welcoming, and that the education the children receive is of an extremely high standard. We try to foster a caring attitude in all who attend the school.

Job Description

Title: Safeguarding & Pastoral Lead (permanent)

Salary: SCP 23-25 (£30,151-£32,020 FTE) Actual Salary £26,048-£27,662

Hours: Full-Time 36 hours per week, Monday–Friday, Term-time only plus 5 days

Accountable to: Head Teacher & SLT

Location: Cronton CE Primary School, Smithy Lane, Cronton, Widnes WA8 5DF

Main Purpose

The post-holder's key accountability will be identifying pupils in need of support or action and liaising with parents, careers, school staff and external agencies to provide appropriate provision for these pupils.

Job Description

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult the post-holder/s at the appropriate time.

Professional Responsibilities

The post-holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the duties set out below;

Supporting learners in their social and emotional development.

- Identifying social, emotional or economic factors that adversely affect the progress of specific learners and provide support mechanisms for staff as Designated Safeguarding Lead.
- To have responsibility for child protection/child in need concerns and caseloads throughout school under the supervision of the Headteacher which will include managing other staff with safeguarding activities, chairing meetings, attending all safeguarding meetings and being an advocate for the children at Cronton CE Primary School and instigating, writing and leading on EHATs for individual families. Following these meetings, ensuring identified actions are implemented and assessed to measure their effectiveness.

- To maintain accurate record keeping in accordance to established policies and procedures and GDPR regulations.
- To be the first point of contact in school for all external agencies and take the lead role in liaising with agencies to put in the appropriate support package.
- Provide and monitor a range of enrichment extra-curricular opportunities for pupils ensuring equality of opportunity for all.
- To engage and build relationships with vulnerable families.

Making an impact on the educational progress of learners

- Monitoring the impact of support mechanisms on pupil attainment and attitude to learning through maintaining regular contact with families receiving support to encourage positive family involvement in the child's learning including home visits as appropriate and communication of information as required.
- Maintain and prepare registers and impact reports on specific pastoral interventions for SLT and Governors.
- Acting as a first point of contact with families identified with specific issues impacting on pupil progress, pupil well-being or attendance.
- Promote positive pupil behaviour outside the classroom through consultation with the Senior Leadership Team, Teachers and Midday Supervisors.
- Working in partnership with parents and other agencies to improve attendance and punctuality.
- Duties before and at the start of school, promoting attendance and punctuality.
- Initiate and participate in family learning experiences for the school community.
- Recognise and respond effectively to equal opportunity issues as they arise following relevant policies and procedures.
- Assisting in applying school sanctions including detentions if necessary.
- Devising and delivering lunchtime activities for specified groups of learners.
- Comply with LDST Health and Safety Policy and associated safer working procedures and guidelines.
- Work within the GDPR regulations.
- Act as Lead Behaviour Professional in school, delivering staff training in response to individual needs. This will include supporting staff in writing individual behaviour plans, pastoral support plans and positive handling plans to support vulnerable pupils.
- Work with children on a one to one basis, with small groups or family members to facilitate improved relationships or remove barriers to learning.

- Preparation of information for staff and governors in relation to safeguarding, behaviour, attendance and punctuality.
- Monitor and manage attendance procedures and promote good attendance throughout school. This will include liaising with office staff regarding punctuality and first day response.
- Support the Christian ethos of the school.

Contributing to school development

- Managing Peer Mentors and School Council and their contributions to school development issues.
- Report on new local and Government initiatives concerning behaviour and attendance.
- To Supervise and manage lunchtime provision including mid-day supervisors.
- To attend senior leadership meetings and governors' meetings when appropriate to report on safeguarding, pastoral, behaviour and attendance issues.
- To be able to read and interpret data in a variety of formats.
- Champion all vulnerable children and lead the development of the most disadvantaged children including leading development of pupil premium children across the school.

Your friendly but professional approach will enable you to:

- Build mutual respect with a specific child, and the wider school
- Support a child to overcome specific challenges
- Be a partner for the class teacher

In return, you can expect:

- To work in a dedicated, friendly and professional team
- Be supported towards your career aims
- Make a real difference to the futures of the next generation

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Person Specification – Pastoral & Safeguarding Lead

Section A: Qualifications, Experience and Professional Development

KEY

E = Essential

D = Desirable

A = Application

I = Interview

R = References

Training and Qualifications		
5 GCSEs at C or above or equivalent, including Maths and English	E	A
Educated to GCE A level or equivalent	D	A
Qualification in relevant children's services e.g. Diploma in Social Work, Level 4 NVQ, Teaching or Youth Work	D	A/I
Educated to Degree level or equivalent	D	A
Professional Development and Experience		
Experience of working with children/young people and/or families within an education or social work setting	E	A/I
Working with vulnerable young people	D	A/I
Working within a multi-agency setting	D	A/I
Professional Development and Experience		
Experience of working with children/young people and/or families within an education or social work setting	E	A/I
Working with vulnerable young people	D	A/I
Working within a multi-agency setting	D	A/I
behaviour and wellbeing in school e.g. charring FAM meetings and liaising with outside agencies.	E	A/I
Ability to work effectively as part of a team, but with the initiative to work independently	E	A/I
Ability to work flexibly and under pressure	E	A/I
Resilience and ability to manage and prioritise workload	E	A/I
Ability to prepare and present reports for staff including Pastoral Support Programmes and EHAT forms	D	A/I
Excellent organisational and time management skills	E	A/I

Excellent record keeping and communication skills	E	A/I
Excellent ICT Skills and willingness to learn how to use of SIMs data, EHATs and CPOMS	E	A/I
An ability to collate and analyse data on attendance and behaviour	E	A/I
Ability to demonstrate a commitment to the Equal Opportunities policies in practical terms in the context of service delivery, employment issues and commitment to customer care practices	E	I
Personal Skills and Attributes		
Fully supportive of the Christian ethos of the school	E	A/I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Enhanced DBS Disclosure will be required	E	A/I
Ability to maintain confidentiality and discretion at all times.	E	A/I

Application Form and Supporting Statement

The application form should be **fully completed** and legible. It should be accompanied by a statement of no more than 1000 words, detailing how you meet the requirements of the Person Specification, why you are applying and why you feel you are a suitable candidate for this post. If you are or have been involved involuntary/unpaid activities you should also include this information.

How to Apply

Application Process

The application process for this role is a 3-stage process:

- Application form
- Activity
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email Mrs Lesley Aldridge at lesley.aldridge@ldst.org.uk or call 0151 424 3881.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Monday 30th June at 9:00am

Interview Date: Friday 4th June 2025

Start Date of Post: 1st September 2025

School visit dates: Tuesday 17th June at 4pm

Please contact the school office on 0151 424 3881 or email crontonce@ldst.org.uk to arrange a visit.

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen