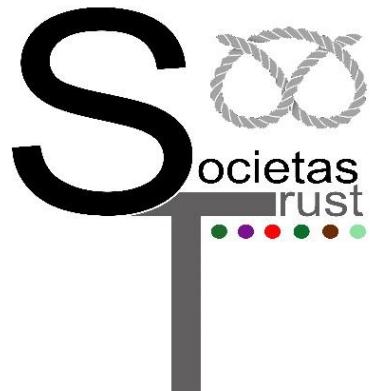




# The Societas Trust



## Recruitment Pack

Safeguarding and Attendance Officer

Burnwood Primary Academy

Closing date: 9<sup>th</sup> January 2026

Interviews: w/b 12<sup>th</sup> January 2026

***“Great Learning Opportunities For All”***

<https://www.societastrust.org.uk/>

# Message from the CEO of the Trust

*Dear applicant*

*Thank you for your interest in the position of... Safeguarding & Attendance Officer at Burnwood Primary Academy, which is part of the The Societas Trust. Our Trust currently consists of:*

*Alsagers Bank Primary Academy*

*Ash Green Primary Academy*

*Ball Green Primary School (Associate member)*

*Burnwood Primary Academy*

*Carmoutside Primary Academy*

*Ellison Primary Academy*

*Gladstone Primary Academy*

*Goldenhill Primary Academy*

*Oaklands Nursery School (Associate member)*

*Sandford Hill Primary School (Associate member)*

*Summerbank Primary Academy*

*The Societas Trust is a successful partnership between nine schools in North Staffordshire.*

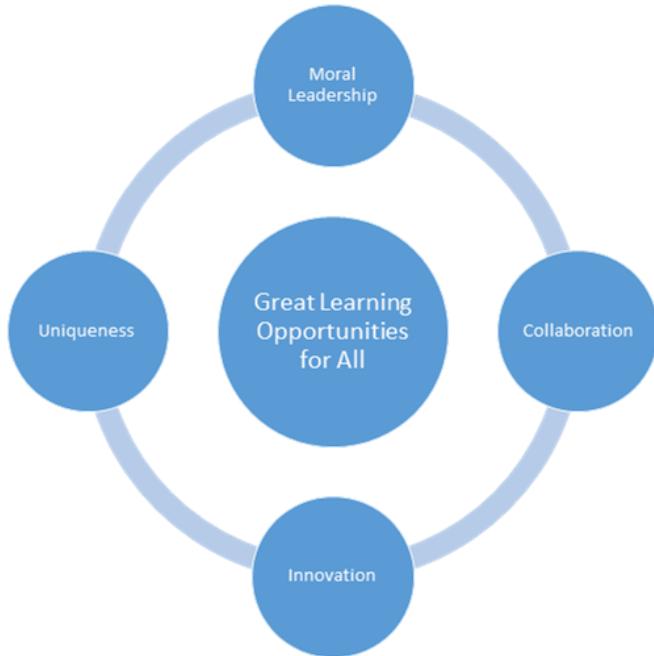
*We share a belief that the needs of children are best met when schools collaborate and cooperate and are able to maintain close links with the communities they serve. Whilst it is crucial for us to support the development of the unique identity of each school in the partnership, we also believe that by developing and promoting innovative and creative approaches to learning and teaching across the trust, we will ensure that our children have the very best opportunities to excel academically and develop socially. We believe that children learn best and thrive in environments that promote and foster self-belief, the love of learning and high expectations of themselves and others. I would like to extend my very best wishes to all the pupils, teachers, governors and parents/carers across The Societas Trust for their future success.*

*Jon Lovatt*



## ***Vision and Values of The Societas Trust.***

*'To create a sustainable, professional community, where all learners are valued and encouraged to achieve their potential, and all individuals are respected.'*



*Whilst our shared drivers and values, depicted above, underpin the ethos and culture of the Trust, each setting is also valued as an individual entity with its own special identity. So, at Societas:*

*All settings work collaboratively, not competitively – there is no lead setting;*

*Each setting retains its own senior leadership team and business manager;*

*Each setting retains its own local governing board.*

### ***Our shared values include:***

*Honesty  
Transparency  
Trust  
Challenge  
Integrity  
Accountability  
Respect  
Moral Leadership  
Professional regard  
Collaboration  
Physical Health and Well-Being for all*

## Our Settings

### Alsagers Primary Academy.



Alsagers Bank Primary Academy is proud to have become part of The Societas Trust in September 2021.

Alsagers Bank Primary Academy is a small, semi-rural primary school located on the outskirts of Newcastle under Lyme with 157 pupils on role from Nursery to Year 6. (September 2024). We have 7 classes throughout the school and 28 staff. We work closely with Bee Active Childcare who provide 2-year-old provision on our site and Bee Active who offer holiday club provision to the local community during all school holidays.

Our main school building, which dates back to 1836, is set within generous grounds with large school fields on which a dedicated area to Forest Schools has been developed and this theme of Forest Schools is reflected in our school corridor decoration.

### Ash Green Primary Academy

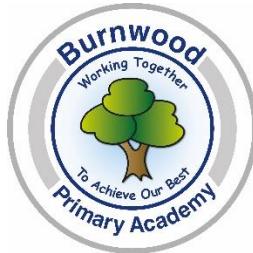


Ash Green Primary Academy is a nurturing environment where all children feel valued, happy and secure. As a family, we learn together, laugh together and take care of each other in a school community which is passionate about caring for the body, heart and mind. Equality, fairness and respect are paramount as is our unshakeable belief that all children have an entitlement to world class opportunities regardless of background.

We aspire for all children to have a love of learning, be curious about the world we live in and to have the confidence to try new ideas and take risks. Children embrace unique talents as well as ensuring that we are 'achieving the best, together'. All within our school family take pride in the role they have by striving for excellence and not perfection. These core values mean that all children achieve their personal bests by having high expectations of themselves and others. A carefully designed curriculum and assessment system, bespoke to our school context, allows our children to make sense of the world and their place in it, as well as respecting and valuing other individuals and communities.

Ash Green has strong collaborative links with all settings within The Societas Trust. The team are outward facing in their pursuit of self-sustaining school improvement.

## Burnwood Primary Academy



Burnwood Primary Academy is a fast paced, exciting and creative school that works hard to ensure that the whole school community is supported. The achievement of our children is our top priority and everyone supports our ethos and school mission statement of 'working together to achieve our best'.

At Burnwood we support and challenge every child, to be resilient, to work hard and to do their best. We work collaboratively across the Trust and beyond to promote a culture in which openness to peer and external scrutiny are balanced by an expectation that we share talents, strengths, and expertise.

All members of the school team share the school values and have the drive to secure rapid and sustained improvement whilst also developing the culture and ethos of the school. We prioritise staff wellbeing and are deeply committed to investing in staff at every level of our organisation through clear professional development pathways and opportunities.

## Carmoutsid Primary Academy



Carmoutsid Primary Academy is a happy, warm and friendly school serving Abbey Hulton and the wider community to ensure that all children achieve more than they ever thought possible. We have a hardworking, dedicated team who provide the best for our children so they leave us having developed into confident, healthy individuals with the strength of character that enables them to achieve their full potential. We are committed to raising standards and have consistently high expectations of our children both academically and socially.

We are proud of the wide range of opportunities we offer our children. We aim to make learning enjoyable, allowing every individual to succeed in a safe, secure environment. Through our broad and balanced curriculum, we strive to create life-long learners with a hunger for knowledge whilst developing skills and values to become tolerant and respectful young people. We believe that every child has the right to quality education and that this is achieved when parents and schools work together in partnership.

## [Ellison Primary Academy](#)



Ellison Primary Academy is a busy but friendly academy, where lots of exciting learning happens. We place great emphasis on children enjoying their learning experience, as well as reaching the highest possible standard of achievement. It's not just about remembering dates and facts...it's also about igniting an interest in learning that will last a lifetime. This would not be possible without our wonderful teaching and support staff. They are dedicated to making sure that all our children enjoy their time here and reach their full potential. We work in close partnership with all settings of The Societas Trust including Oaklands Nursery who are an associate partner.

Our school vision is, 'Developing a caring family of creative, critical and collaborative learners'; this is achieved in our highly supportive and caring environment, where children feel safe to make mistakes, learn from those

## [Gladstone Primary Academy](#)



Gladstone is a two-form entry Primary School situated in Longton with we currently have over 470 pupils on roll. The school was built in 2009 and we have fantastic facilities in our impressive 'state of the arts building and grounds'. Gladstone is a nurturing school where everyone's contribution is valued. We have a talented and dedicated team and a forward thinking and ambitious Governing Board. Our fantastic pupils are well mannered and polite and play an active role in the running of our school and our parents are very supportive and work well with us. We serve as a hub for our local community.

## [Goldenhill Primary Academy](#)



At Goldenhill Primary Academy, we are dedicated to providing a strong foundation for every child to thrive, both academically and personally. Our mission is to help each pupil reach their full potential in a nurturing and supportive environment. Central to our ethos are values of respect, exemplary behaviour, and inclusivity, which we foster in all members of our school community, regardless of age, gender, religion, or ability. At Goldenhill, we truly believe in 'Developing the Individual.'

Our provision is designed to inspire a genuine love of learning, which we see as the cornerstone of academic success. We are committed to continuously improving outcomes for all our pupils, ensuring they are well-equipped to meet the challenges ahead. As a fully inclusive school, we warmly welcome students with special educational needs and disabilities, and are dedicated to providing the support they need to flourish.

## Oaklands Nursery School



We are one of the last 2 remaining standalone Local Authority Maintained Nursery Schools in Staffordshire. We work closely with The Societas Trust as an associate partner, which is comprised of 8 primary settings in North Staffordshire, including Ellison Primary Academy. We provide education for children aged two to five years with a caring, passionate and experienced staff team.

At Oaklands, we put the children at the heart of all we do, providing a truly child centred, creative and holistic approach to early years education. Our approach nurtures and empowers children to be curious, make their own choices and become confident and resilient individuals. Through this approach, we aspire to foster a lifelong love of learning. Staff are exceptionally skilled at knowing each child's interests, needs and next steps. The partnership with the Trust makes a positive difference to leaders, staff and children due to the enhanced range of opportunities, training and support provided.

## Summerbank Primary Academy



Summerbank is a large, multicultural primary school situated in the north of Tunstall.

We provide children with an engaging, high quality, all round education in a vibrant, well-resourced and inclusive environment. We see our school as a family and we take pride in creating a caring and supportive ethos where each member thrives, our motto is 'together we grow'.

Children in our school are happy, polite and keen to learn and our talented and creative staff work hard to make sure every child has the opportunity to reach their full potential. Our curriculum is relevant and engaging and is taught well, this along with high expectations and a committed staff team ensures that children have good progress and attainment.

We are privileged to have a school community where a high proportion of our children and families originate from different areas across the world, bringing together a richness of culture and language which we celebrate at Summerbank. We want our children to take advantage of all the opportunities life has to offer - we plant the seed to grow their dreams.

## Employee Benefits.

As a valued member of staff or governor at The Societas Trust, not only will you be part of an organisation that is dedicated to ensuring 'Great Learning Opportunities for All', which is embedded in our core values of Moral Leadership, Collaboration, Uniqueness and Innovation, you will also have access to a wide range of employee and governor benefits enabling you to thrive. These include:

- Automatic enrolment into gilt edged pension schemes: Teachers' Pensions Scheme for teachers; Staffordshire Local Government Pension Scheme for all other staff
- Cancer and Chronic Illness Support\*
- Child Care Vouchers
- Counselling\*
- Cycle To Work Scheme
- Discounted Gym Memberships
- Food Sensitivity Testing\*
- Financial Wellbeing Support\*
- Integrated GP Services\*
- Long Service Award after 25 years' continuous service\*
- Menopause Support\*
- Mindfulness Support and 'Mastering Mindfulness' courses\*
- Nurse Support\*
- Physiotherapy\*
- Private Medical Operations
- Recognition of relevant continuous service on appointment
- Staff Workshops, including Health Screening and Stress/Mindfulness Workshops
- Virtual Gym\*
- Weight Management\*
- Wellbeing Day - an additional day off work for your wellbeing
- Wide Range of Continuing Professional Development and Career Progression Opportunities

\*These benefits are also available to our governors

(Please note that terms and conditions apply to some benefits)



# Wellbeing



**Post title:** Safeguarding and Attendance Officer

**Pay range:** Level 6

**Hours:** 37 per week/ Monday to Friday / Term time only

**Line manager:** Headteacher / SLT

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The Safeguarding and Attendance Officer plays a vital role at the heart of a primary school's pastoral and safeguarding provision. This position exists to ensure that every child is safe, supported and able to access their education fully. Working closely with school leaders, teachers, families and external agencies, the officer acts as a key point of contact for safeguarding concerns, attendance monitoring and early intervention.

The role requires a calm, compassionate and highly organised individual who can build trusting relationships with children and adults alike. It involves responding to safeguarding issues promptly, promoting excellent attendance, and advocating for pupils who may be vulnerable or facing challenges. As part of the wider pastoral team, the Safeguarding and Attendance Officer contributes to creating a nurturing, protective environment where all children can thrive.

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### **Duties and responsibilities**

- Act as the first point of contact for staff raising safeguarding or child protection concerns.
- Identify pupils who may be at risk and follow the appropriate referral procedures to reduce these risks.
- Respond appropriately and sensitively to disclosures or concerns relating to a pupil's wellbeing.
- Refer suspected child protection cases to the relevant investigating agencies in a timely manner.
- Work collaboratively with staff on safeguarding matters, ensuring they understand when a referral is required.
- Refer cases of suspected abuse to the relevant authority
- Refer concerns relating to potential radicalisation.
- Support staff members who make referrals to external agencies.
- Liaise with the Local Authority and follow up on referrals, ensuring the school supports their work as required.
- Promote effective communication and strong working relationships between the school, families and wider support agencies.
- Work with the school to identify families requiring early support and take appropriate action, including conducting home visits.
- Liaise and communicate effectively with social workers, multi-agency teams and other professionals as needed.
- Make referrals and work alongside external agencies where a child is deemed to be at risk of harm.
- Support the school in raising family engagement, awareness and aspirations.
- Maintain accurate, confidential and up-to-date records.
- Attend and, where appropriate, lead meetings both within school and with external agencies.
- Represent the school at safeguarding meetings and conferences, ensuring accurate documentation of issues and progress.
- Liaise with school staff to ensure all colleagues are aware of new and ongoing safeguarding concerns.
- Monitor online safety and filtering systems in partnership with the Senior Leadership Team.
- Demonstrate confidence in making difficult decisions in the best interests of pupils.
- Place the safety, welfare and protection of children at the centre of all actions and decisions.

### **Working with others**

## **1. Safeguarding Leadership**

- Respond sensitively and appropriately to disclosures or concerns relating to pupil wellbeing.
- Liaise with the Local Authority and follow up on referrals, ensuring the school supports multi-agency work as required.
- Maintain strong working relationships with social workers, safeguarding partners and other external agencies.
- Attend and contribute to child protection case conferences, core groups and multi-agency meetings.
- Keep the Head Teacher informed of all safeguarding issues, ongoing enquiries and significant developments.
- Liaise with the senior mental health lead where safeguarding concerns intersect with mental health needs.
- Promote supportive engagement with parents, particularly where families may be experiencing challenging circumstances.
- Encourage staff to challenge behaviour that breaches the Staff Code of Conduct.
- Ensure the safety and welfare of children remains central to all decisions and actions.

## **2. Attendance Monitoring and Intervention**

- Monitor pupil attendance daily, identifying patterns of concern and taking appropriate action.
- Work with families to address attendance issues, including conducting home visits where necessary.
- Liaise with external agencies to support pupils with persistent or severe absence.
- Support the school in raising family engagement, awareness and aspirations to improve attendance and wellbeing.

## **3. Information Management and Record Keeping**

- Maintain accurate, up-to-date and secure safeguarding and attendance records.
- Keep detailed written records of concerns, actions and referrals.
- Ensure child protection files are transferred securely to new educational settings, confirming receipt.
- Share information appropriately with relevant staff and external agencies in line with statutory guidance.
- Work in full compliance with data protection legislation, including the Data Protection Act 2018 and UK GDPR.

## **4. Policy, Compliance and Raising Awareness**

- Ensure all staff understand and correctly implement safeguarding and child protection policies and procedures.
- Ensure safeguarding and child protection policies are publicly accessible.
- Review the Child Protection and Safeguarding Policy annually and present it to the governing board for approval.
- Maintain strong links with safeguarding partners to ensure staff are aware of training opportunities and updated local policies.
- Support improved educational outcomes by sharing relevant safeguarding information with staff about pupils who have, or have previously had, a social worker.
- Liaise with staff to ensure awareness of new and ongoing safeguarding concerns.
- Monitor online safety and filtering systems in partnership with the Senior Leadership Team.

## **5. Training and Professional Development**

- Attend comprehensive safeguarding and child protection training at least every two years.

- Undertake Prevent awareness training.
- Refresh safeguarding knowledge and skills regularly and at least annually.
- Understand the assessment process for early help and lead on early intervention where appropriate.
- Ensure staff are aware of available safeguarding training opportunities.
- Deliver safeguarding training and updates to staff and governors as required.
- Provide thorough induction training for new staff and Early Career Teachers (ECTs), including:
  - Child Protection Policy
  - Behaviour Policy
  - Staff Code of Conduct
  - Children Missing Education Policy
  - Roles and contact details of the DSL and deputy DSLs
- Provide guidance and support to deputy DSLs where appropriate.
- Keep staff updated on safeguarding guidance, including the Prevent duty.

## **6. Working Directly with Pupils**

- Promote a culture where pupils feel listened to and their wishes and feelings are valued.
- Recognise the challenges pupils may face in disclosing concerns and work to build trusted relationships.
- Remain alert to the specific needs of vulnerable pupils and understand the factors that may place them at greater risk.
- Monitor pupils at risk of harm or those who have experienced harm, ensuring they receive appropriate support.

## **Person Specification**

### **Essential Skills and Qualities**

- Significant experience in safeguarding, pastoral care or a related field.
- Strong understanding of statutory safeguarding guidance and multi-agency processes.
- Excellent communication and interpersonal skills.
- Ability to remain calm, professional and resilient under pressure.
- Strong organisational skills and attention to detail.
- Ability to make difficult decisions in the best interests of children.
- Flexibility to work outside typical school hours when required.
- Commitment to promoting the welfare and educational outcomes of all pupils.

### **Application Guidance:**

If you decide to apply for this post applicants are required to complete an application form, CVs will not be accepted. Your formal letter of application (supporting statement) should be no more than 1300 words and should include:

- Why you are attracted to the post
- How your experiences and achievements address the job description and personal specification

For further details and to request an application form please email or please use the application form provided on the website.

**[gcolclough@burnwoodprimary.co.uk](mailto:gcolclough@burnwoodprimary.co.uk)**

**Deadline for applications: 12pm, 9<sup>th</sup> January 2026**

If you have received communication from the academy inviting you for interview within 7 working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in our organisation and would encourage you to apply for suitable vacancies in the future.

### **Safeguarding:**

Burnwood Primary Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the Rehabilitation of Offenders Act (1974) and all shortlisted candidates will be asked to complete a criminal record self-declaration and be subject to references and online social media checks.

Appointment to the post will be subject to a satisfactory enhanced check by the Disclosure & Barring Service.

To comply with Asylum and Immigration legislation you will be required (if appointed) to provide one or more documents from the Immigration Act 2006 - List A and B. You must provide proof of current and valid permission to be in the United Kingdom and valid permission to do the type of work offered. Further information is available at: [www.bia.homeoffice.gov.uk/employers/](https://www.bia.homeoffice.gov.uk/employers/)

**For More information about The Societas Trust, please visit our website:**

<https://www.societastrust.org.uk/>