



# St Wilfrid's

Church of England Academy



**Salary:** £30,559 - £32,654 pro rata  
**Contract:** Fixed Term (Maternity Cover) 37 hours per week, term time plus 3 weeks  
**Closing Date:** Monday 3rd February 2025  
**Starting Date:** February 2025 - 31st August 2025

SAFEGUARDING AND FAMILY SUPPORT MANAGER

# WELCOME

DOMINE DIRIGE NOS

I am delighted that you have expressed an interest in working at St Wilfrid's Church of England Academy. We are seeking to appoint an enthusiastic and dedicated Pastoral Manager to work alongside our highly skilled and committed pastoral staff within the Academy. Specifically, you will act as our non-teaching safeguarding lead.

The successful candidate will have a good understanding of the statutory guidance for safeguarding children and the specific issues and challenges faced by those who require additional support. They will be familiar with the external support students and their families can draw upon to access appropriate intervention. They will attend meetings which focus on the well-being of students, develop and implement personal education plans and champion our most vulnerable or disadvantaged students. You must be able to listen, prioritise needs and forge collaborative working relationships with students, their carers and professional colleagues.

It is essential that the appointed candidate is focused, resilient, adaptable and able to work effectively as part of a wider team. They must be meticulous in their processes as they record and share sensitive information about students. They will need to be digitally literate and have excellent communication and interpersonal skills.

This post would only be suitable for an experienced candidate who has worked within a school, social care or community support setting in safeguarding.

If you were to be successful in your application, you would be joining an Academy which strives for excellence. We benefit from purpose-built accommodation with excellent facilities. All in all, it is a wonderful place to work, learn and worship. Our vision is 'Lord Direct us to **Live** Life to the Full', rooted in John 10:10. Whilst **L**earning, we are **I**nspired and develop our **V**alues through **E**xperiences as each member flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful staff and young people.

The Academy is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate check, checks of the relevant barred/prohibition lists and also a right to work check.

If you believe that you can make a difference and improve the self-esteem, independence, and confidence of some of our more vulnerable learners then I would warmly welcome your application.

This is a Fixed-Term contract to cover the maternity leave of the postholder, starting in February 2025 and finishing on 31st August 2025.

Please submit the Support Staff application form, which can be downloaded from the Academy website along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. These should be sent to Mrs K Nightingale, PA to the Principal, via [knightingale@saintwilfrids.com](mailto:knightingale@saintwilfrids.com).

The closing date for the receipt of applications is 9am on Monday 3rd February 2025. I look forward to receiving your application.

Yours faithfully,

**Mrs V Michael**  
Principal





# ABOUT THE ACADEMY

St Wilfrid's Church of England Academy provides a faith-led education for 11 to 18 year olds serving the Borough of Blackburn with Darwen and parts of Pennine Lancashire. We seek to provide an excellent education based upon a strong Christian foundation, as we develop all who work, learn and serve in our community. Our Academy is exceptionally diverse and inclusive. Our students and staff, whilst united by the Christian ethos of the school, have a wide variety of backgrounds and beliefs.

We benefit from extensive purpose-built accommodation with excellent facilities. The Academy was rebuilt on this site in 2003 and benefits from modern, spacious accommodation. The new Thrive unit for pupils with SEMH opened in September 2023.

As an Academy, we seek to embrace research driven pedagogy whilst

maintaining a balance with traditional practice to bring about excellent examination success. All students have an electronic device for independent learning and we have an iSpace room for immersive learning. Visitors to St Wilfrid's comment on the calm and purposeful environment, the friendly nature of our students and the welcoming nature of our staff.

We enjoy strong links with local churches, Primary Schools and Blackburn Cathedral where we gather for eucharist each term, and our traditional Nine Lessons and Carols service at Christmas.

Overall, St Wilfrid's Church of England Academy is a wonderful community, and a place committed to the growth and development of its staff and pupils.



Scan to watch a video of staff sharing why they love working at St Wilfrid's.



# OUR VISION

*Lord direct us to **live** life to the full*

Our vision statement for the Academy derives from two places:

- 1) Our motto '*Domine Dirige Nos*', which translates to '*Lord Direct Us*'; and
- 2) A verse from the 10th chapter of the gospel of John, which reads:  
*"The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full."*

We believe that this life should be lived out to the full, through direction and guidance from the Lord. Our hope is that the daily experiences within the Academy enables students to develop holistically; growing in character and valuing all others.



Students will **learn** values through academic study and everyday interactions. They will be **inspired** by the spiritual and enriching out-of-lesson experiences, and in turn, inspire hope in others. Students will become stronger, well-rounded and content individuals who **value** themselves and others. They will be given opportunities to develop and **experience** a fully-inclusive environment.



Learn more about our christian ethos, vision and values here



# JOB DESCRIPTION

## PURPOSE

To lead on all safeguarding matters. You will also work with families, accessing resources, to help increase their involvement in the education and welfare of their children, and other lead professionals representing the Academy at meetings relating to safeguarding and personal education planning.

## RESPONSIBILITIES

- Liaise directly with parents/carers of students who are on our safeguarding register and have barriers to learning, conducting where appropriate, home visits
- Have a commitment to integrated working and the promotion of early intervention and preventative strategies which requires positive relationships with partner services, agencies and organisations
- Ensure students and families receive appropriate multi-agency support by sign-posting such services to parents/carers and their child
- Prepare written reports about students for meetings with external agencies, in line with current child protection and safeguarding requirements under the direction of the Designated Safeguarding Lead, the Principal or the Assistant Principals of KS3, 4 and 5
- Prepare reports for the Governing Body regarding safeguarding
- Develop positive and productive relationships with students, acting as a role model and providing appropriate support plans and early pastoral help/intervention
- Attend meetings on behalf of the Academy, as necessary
- Work alongside other colleagues to develop plans which support student attendance by identifying and removing barriers to poor attendance
- Promote and uphold safeguarding procedures within the Academy to facilitate wraparound, holistic student care and early intervention
- Follow the Academy's robust record-keeping procedures to facilitate effective monitoring of students, updating and maintaining both electronic and confidential files
- Take responsibility for the transfer of confidential files at the end of key stage transitions, in-year admissions or where students are removed from roll mid-term
- Attend internal safeguarding and Pastoral Team meetings and termly whole-school Pastoral Team meetings
- Make referrals to outside agencies as required, recording outcomes in line with Academy procedures
- Provide support and mentoring to students and their families where the student has been or is at risk of exclusion, contributing to the Personalised Support Plan process and meetings
- Promote partnership and collaboration with colleagues at all levels both inside and outside of the Academy, to promote social inclusion and high aspirations for all
- Attend and support after school events as directed
- Develop a strong sense of teamwork and common purpose in the provision of pastoral support within the Academy
- Manage one's own workload and that of others to allow an appropriate work life balance
- Actively take part in the Appraisal Review process
- Undertake personal development and improve one's own practice through training and CPD (as appropriate), observation, evaluation and discussion with colleagues and use this to support others
- Work as part of a team and support the roles of other team members
- Fulfil commitments arising from contractual accountability to the Governing Body
- Actively promote the Christian ethos of the Academy
- Be aware of and comply with policies relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to the appropriate, nominated person
- Assist with the Academy's internal audit procedures and Health and Safety checks
- Engage in the Academy's procedures for quality assurance and self-evaluation



- Assist with the supervision of students out of lesson time when required by carrying out break/lunchtime duties
- Foster positive, professional relationships with staff and students
- Contribute to the overall work and ethos of the Academy
- Present oneself in a professional manner
- Contribute to the wider life of the Academy e.g. House System

*Employees will be expected to undertake any other duties and responsibilities as required that are covered by the general scope of the post and any other reasonable duties at the request of the Principal.*

*Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Principal.*

## SAFEGUARDING TEAM STRUCTURE

**Mrs V Hill**  
Senior Vice Principal - Student Support

Safeguarding & Family Support Manager

Looked After Children & Family Support Manager

Assistant Principal - Inclusion

Assistant Principal - Key Stage 3

Assistant Principal - Key Stage 4

Thrive Staff

KS3 POD Staff

KS4 POD Staff

## REWARDS AND BENEFITS

- NJC pay scale: NJC18 – NJC22 (£30,559 - £32,654) pro rata. Actual Salary £27,597 - £29,489.
- Local Government pension scheme.
- Access to Employee Assistance programme offering free confidential support on a range of issues such as work, wellbeing, money, health and legal advice.
- Excellent opportunities for continuous professional development and support to develop your career.

## SAFEGUARDING

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

# PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>• 5 good GCSEs (or equivalent) including English and Mathematics</li> <li>• Hold a valid UK driving license</li> <li>• A-Levels or evidence of Higher Education</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> </ul>
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>• Have experience of working under pressure to deadlines</li> <li>• Be able to evidence experience of working effectively within a team and the subsequent impact</li> <li>• Have experience working within a student and/or family support environment</li> <li>• Have experience of supporting students and their families where barriers to learning are hindering progress</li> <li>• Have experience of safeguarding procedures and practices and be able to identify risk factors which affect students</li> </ul>	<ul style="list-style-type: none"> <li>• Have experience of administrative work associated with safeguarding, Child Protection and PEPs</li> <li>• Have experience of trauma informed practice</li> </ul>
<b>SKILLS AND ABILITIES</b>	
<ul style="list-style-type: none"> <li>• Be able to relate to young people</li> <li>• Be an effective team player</li> <li>• Be able to supervise and support students with a range of needs</li> <li>• Have excellent communication skills</li> <li>• Have good numeracy and literacy skills</li> <li>• Be competent in working with technology</li> <li>• Have a flexible attitude to work</li> <li>• Have a commitment to professional development</li> <li>• Have excellent organisational, administrative and record-keeping skills</li> <li>• Have a first aid certificate or be willing to gain this within an agreed time frame</li> <li>• Have knowledge of multi-agency support for young people and their families</li> <li>• Have the ability to take initiative and work independently</li> <li>• Have excellent time management skills</li> </ul>	
<b>PERSONAL QUALITIES</b>	
<ul style="list-style-type: none"> <li>• Be able to actively support and promote the Christian Ethos of the Academy</li> <li>• Have energy, ambition, enthusiasm and motivation</li> <li>• Have a commitment to an inclusive ethos with the belief that “every student counts”</li> <li>• Have a commitment to making a difference with a positive ‘can do’ outlook</li> <li>• Be adaptable and resilient, able to respond to emerging initiatives which support the needs of our learners</li> <li>• Be flexible to respond to emerging initiatives which support student learning and/or well-being</li> <li>• Be proactive in supporting colleagues</li> <li>• Possess a good sense of humour</li> <li>• Be discrete and have an understanding of confidentiality</li> <li>• Have the ability to establish good working relationships with staff and other stakeholders and to form and maintain appropriate relationships and personal boundaries with students</li> <li>• Be able to lead by example and demonstrate professional values, securing the ethos of the Academy</li> <li>• Be professional in relation to conduct, appearance, punctuality and attendance</li> <li>• Be willing to attend relevant CPD and support the CPD of others</li> </ul>	

# HOW TO APPLY



**CLOSING DATE: 9AM MONDAY 3RD FEBRUARY 2025**

Please submit the Support Staff application form, which can be downloaded from the Academy website, along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. These should be sent to Mrs Nightingale via [knightingale@saintwilfrids.com](mailto:knightingale@saintwilfrids.com).

We look forward to receiving your application.

