Pendle
Education Trust

SAFEGUARDING OFFICER APPLICATION PACK

www.pendleeducationtrust.co.uk

INTRODUCTION

WHY WORK FOR PENDLE EDUCATION TRUST

Pendle
Education Trust

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to contribute to the local communities that our schools are at the heart of.

We have five schools within our family:

- **Castercliff Primary Academy**
- **Casterton Primary Academy**
- **Colne Primet Academy**
- **Pendle Primary Academy**
- **West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child in our family should only be a short walk away from a great school. Our values of Belong- Be Brave and Be Our Best support our vision and are evident in everyday life in our schools

In practice this means that we care passionately about all the children in our schools and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 people across our academies - all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities.
We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other leaders working in education.

You will have an excellent benefits package including a final salary pension scheme, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications.

Please visit our website for more information about Pendle Education Trust.

JOIN US
COLNE PRIMET ACADEMY

COLNE PRIMET ACADEMY

Pendle
Education Trust

Now is a really exciting time to be joining Colne Primet Academy as we go through a period of rapid expansion, both in terms of staff and student numbers and with extensive new building and refurbishment work recently completed and opened from September 2024.

We currently have 875 students on roll from a diverse range of backgrounds, and the students numbers continue to grow up to our full capacity of 1050 over the next few years. Throughout the school, we have students who speak 23 different languages. Working with such a diverse community brings lots of opportunities for students to learn more about each other and themselves.

By joining the Primet family you will become part of a supportive and ambitious team. The core drive of being part of the Primet staff team is about wanting the best for our students, and to help them overcome any barriers to their success. Our aim here at Colne Primet Academy is to give each and every child the very best educational start in life. At all times, we guide, support and inspire.

We collaborate with our colleagues at West Craven High School as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

We are proud of the positive atmosphere that exists within the Academy. Visitors very often comment on the calm and orderly surroundings and the warm, welcoming and friendly ethos we have created. We believe that high achievement comes as a result of a positive atmosphere, high expectations and mutual respect.

Our core values are based on the Primet Positives: Progressing, Respectful, Inclusive, Motivated, Expressive and Together. These values are embedded in everything we do throughout school, and we are very proud of what Colne Primet Academy stands for in its community – we hope you want to be a part of that too.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.



#PROUDTOBEPRIMET



Mrs Julia Pilkington
Principal

VACANCY

SAFEGUARDING OFFICER

Pendle Education Trust

Salary	Grade 7, SCP 19 - 25. Pro rata salary £33,119 - £37,562. Actual salary £28,740.86 - £32,596.52.
Role Details	Full time, 37 hours per week. Part time applications will be considered. Term time only.
Required	As soon as notice periods allow
Closing Date	9am on Monday 7th December 2026
Interview Date	Between 9th and 16th December



JOB DESCRIPTION
SAFEGUARDING OFFICER

Purpose of job

1. To provide and coordinate services for students' social, emotional, academic and mental health needs, overcoming challenges and barriers that affect students' learning and wellbeing. The focus is on more complex needs and cases of vulnerable students, so that those students may thrive personally and academically.
2. To lead on complex case analysis, attendance, planning, recording and report writing.
3. To support the Pastoral, Attendance and SEND teams in their work with vulnerable students.
4. To safeguard children and young people as part of our Designated Safeguarding Lead team.

Role Specific

1. To take responsibility for complex cases and work with students and families – work with the family, school staff, and external agencies to improve the student's outcomes. To liaise with the other agencies involved in the care of the families, including representing the school at CP, CIN, LAC and TAF meetings
2. Support other staff, including pastoral, attendance and SEND teams who may be the lead professional or school representative for a student's case, in early intervention as well as crisis situations.
3. Securing external support from agencies to improve outcomes for targeted students. Coordinate and streamline some or all of these services, as appropriate to each case.
4. Building trusting professional relationships with targeted student's families in order to break down barriers to engagement, attendance and to empower parents to support students at home. Lead on providing families with advice and support, including regarding external agencies, which will include disseminating information through the pastoral, attendance and SEND teams.
5. Promote a strengths-based, relationship-focused model of approach, and lead on training for this internally with key staff.
6. Making home visits as appropriate to develop positive home-school relationships.
7. Maintaining regular contact with families, ensuring that they are updated and consulted in connection with their children.
8. Establishing a rapport and building a professional relationship with young people to ascertain their views, wishes and feelings and understand their lived experience.
9. To be an active member of our Designated Safeguarding Lead Team reporting to the Designated Safeguarding Lead (full training provided). To be alert and updated to safeguarding issues, log and deal with or pass on concerns as appropriate.
10. Lead on the development of strategies to support students who have persistent absenteeism or Emotionally Based School Avoidance (EBSA). Plan and, in conjunction with others, deliver creative solutions and/or interventions in order to ensure targeted students attend school, behave well, and have successful outcomes.
11. To prepare and present reports to panels and other support meetings (with social services, local agencies, other schools, education authorities and other home-school support workers) in accordance with statutory procedures and practices to promote and safeguard the well-being and interests of the child/young people.
12. To collect, accurately record, using the school information management systems and pastoral and safeguarding record system (CPOMS), and critically analyse all relevant information and take appropriate actions to fulfil statutory responsibilities to promote and safeguard the well-being and interests of the child/young people.
13. Assess the outcome and impact of interventions on a students' attainment, attendance and wellbeing. Identify what is making a difference to student & their family. If needed, re-plan.

JOB DESCRIPTION
SAFEGUARDING OFFICER

Trust Responsibilities

1. Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies
5. Contribute to cross-Trust events
6. Adhere to Trust policies and procedures including Health and Safety
7. Be responsible for safeguarding and promoting the welfare of children and young people
8. Any other duties that the Principal considers appropriate



PERSON SPECIFICATION
SAFEGUARDING OFFICER

Qualifications

Five A*- C grades at GCSE including English and Maths or equivalent - **Essential**
Level 4 qualification or higher in a relevant field (e.g. safeguarding, education, social care) - **Essential**
A degree in social work or similar or an equivalent qualification or experience in a social work role - **Desirable**
Safeguarding training/qualification - **Desirable**
Social Work England registered - **Desirable**

Experience, Knowledge and Skills

Have the experience, confidence and expertise to take responsibility for, and take the lead on, providing and coordinating services for students with more complex needs. Whilst you will provide updates to senior staff and will work as part of a team, you need to be able to work autonomously, exercising sound balanced judgment - **Essential**
Significant previous experience as a social worker or similar role (public, private or voluntary sector), including working with complex family situations/cases and with vulnerable children and teenagers; including experience of making home visits - **Essential**
The ability to work meticulously, keeping detailed and fully accurate records and notes - critical to this role - **Essential**
Excellent communication skills, including diplomacy and tact. Able to communicate effectively with staff, students, parents and external stakeholders and build positive relationships - **Essential**
Ability to work under pressure, remain calm, take criticism and remain resilient, even in challenging situations. Robust constitution and stamina including a good record of attendance and health - **Essential**
Integrity, honesty and aligned with Academy and Trust's vision and values - **Essential**
Comfortable managing a diverse caseload and adopting a flexible working approach. Open to change - **Essential**
Excellent organisational, prioritisation and administrative skills including the ability to consistently work to deadlines. Sound IT skills - **Essential**
Counselling skills including active listening & non-judgemental approach - **Essential**
Access to / use of a vehicle which can be used for home visits - **Essential**
Experience of carrying out needs assessments, preparing plans and monitoring and reviewing outcomes - **Essential**
Knowledge of SEND and the 4 areas of need in 'SEND Code of Practice' - **Desirable**
Knowledge of successful attendance interventions - **Desirable**
Commitment to professional development, with a healthy attitude to personal development and work-life balance - **Essential**
Experience in behaviour management for identified pupils - **Desirable**
Knowledge of risk assessments - **Desirable**
Ability to build relationships quickly with young people and go "the extra mile" to support pupils.
Ability to instil learning resilience and confidence in pupils - **Essential**
Commitment to staff welfare, including being understanding, supportive and able to maintain confidentiality - **Essential**
Commitment to safeguarding, equal opportunities and the equal value of all members of the school community - **Essential**

ABOUT THE SAFEGUARDING TEAM



Carl Thomas
Assistant Principal and Designated Safeguarding Lead



Jackie Edington
External Agency Support Worker

Our Safeguarding Team is led by Carl Thomas, Assistant Principal and Designated Safeguarding Lead. The successful candidate will work closely with Carl and Jackie Edington, our External Agency Support Worker.

The successful candidate will become one of our Deputy Safeguarding Leads and will work in partnership with a range of teams from across the school including Attendance, SEND and the Pastoral Year teams.

This is an exciting opportunity to be a part of this team and make a real difference to our children.

#PROUDTOBEPRIMET

PRE EMPLOYMENT CHECKS

Please note: All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2026, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you would like to submit an application, please download the application form found on the Join our Family page at www.pendleeducationtrust.co.uk

Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.



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Company Registration Number
08263591

Place of Registration
England and Wales