



RISEDALE

SCHOOL

A family of learners

RECRUITMENT PACK



May 2026

Dear Applicant,

SUBJECT: Recruitment Pack – Senior Safeguarding Lead

We are delighted that you are interested in this crucial role at Risedale School.

Risedale is a fairly small community school with a fantastic, tight-knit staff, a wonderful group of young people with diverse strengths and needs, and a clear but determined agenda to make sure that pupils leave prepared for a bright future. We are proud of our connections with the military and seek to capitalise on this and our other community partnerships. We are at an exciting point in our journey; the school has entered a phase of change with improvements in progress and the opportunity for those who serve our community to make a real difference.

Our aspiration is that every pupil and staff member is supported to be the **BEST** version of themselves. Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy **RELATIONSHIPS**. All our pupils will make good progress from their starting points. At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a **RESPONSIBLE, RESPECTFUL** and **RESILIENT** citizen who can embrace change and learn from mistakes. We hope that, with your skills, experience, and ambition, you will be a part of achieving this.



What we can offer you:

- A chance to play a crucial role in shaping and executing the strategy of an already improving school: 'The new headteacher has raised standards and expectations. The school has high expectations of what pupils will achieve....There is an air of optimism about the future.' (Ofsted report December 2024)
- The opportunity to work with great pupils: 'Pupils build positive relationships with staff at the school.' (Ofsted 2024)
- Excellent professional development (including the Teach First 'Leading Together' programme, work with the Leeds Learning Partnership and the RISE Attendance & Behaviour Hubs programme).
- A school that has clear ambition expressed in its strategic plan and which is fully supported by its Governing Board.
- A warm and supportive Senior Leadership Team and Headteacher who will support you to be your best whilst challenging you to excel.

If you decide that you are ready to make a difference, and you are the right person for this key role in our school, we would encourage you to arrange a visit by contacting Angelique Armstrong, Headteacher's PA, on armstrong.a@risedale.org.uk. We appreciate that applying for a senior post such as this is a time-consuming process and would like to do whatever we can to help; please look at our website and do not hesitate to get in touch should you require more information. Applications should be via the Risedale Job Application Form, utilising the 'Supporting Evidence and Further Information' sections to detail how your knowledge, skills and experience





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Headteacher: Mrs L Greenwood - BA (Dunelm), NPQH
Hipswell, Catterick Garrison, North Yorkshire. DL9 4BD
Tel: 01748 833501 | Email: enquiries@risedale.org.uk
www.risedale.org.uk | [@RisedaleSchool](https://twitter.com/RisedaleSchool) [@RisedaleFamily](https://facebook.com/RisedaleFamily)

meet the requirements of the person specification, what you can bring to our school, and why you wish to be the Senior Safeguarding Lead at Risedale. Please do not send a CV or apply through a recruitment agency.

Return your application either via email to jobs@risedale.org.uk or alternatively post your application to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, DL9 4BD. Please ensure your application arrives no later than **23:59 on Thursday, 11th June 2026**, and mark your envelope 'Senior Safeguarding Lead' in the top left-hand corner.

I hope you will accept my thanks in advance for your interest in the post and the work you will put into applying, and I look forward to hearing from you. Best wishes and good luck!

Yours sincerely,

Lucy Greenwood
Headteacher





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JOB INFORMATION

JOB TITLE	Senior Safeguarding Lead
SALARY / GRADE	Grade JK: £36,578-£40,998 (pro rata)
CONTRACT TYPE / TERM	Established / Permanent
JOB TO START	1st September 2026
CLOSING DATE	23:59, Thursday 11th June 2026
INTERVIEWS	Friday 19th June 2026 (TBC)

Do you have a passion for safeguarding children and young people, and are you seeking a new challenge?
If you have a track record of success, a strong understanding of safeguarding practice, experience of leading others and meticulous attention to detail, this role may present your next challenge.

Ready to shape the future?

This vacancy offers a unique opportunity to join the school's leadership team at a time of significant opportunity for exciting change, and play a crucial role in shaping a great future for our pupils.

Join a warm and welcoming community school

We're searching for a driven, empathetic and skilled leader who understands the importance of safeguarding children and young people, and how an organisational commitment to this positively influences pupil outcomes, behaviour and life chances. The successful candidate will be committed to safeguarding and child protection and will know what exceptional practice in these areas looks like. They should possess strong leadership knowledge and skills, tenacity, and a collaborative approach to working with staff, pupils and parents. This is an exciting opportunity for a dedicated leader wishing to bring exceptional practice to an exceptional community.

Benefit from our commitment to professional development

We offer comprehensive training and support, individualised professional development, leadership development opportunities, a collaborative and exceptionally supportive staff team, opportunities for innovation, and the chance to contribute to exciting school improvements to demonstrate your impact as a leader.

If you would like further information about the role or would like to arrange a visit to the school, please email armstrong.a@risedale.org.uk to arrange a suitable time.

Completed application forms should be emailed to jobs@risedale.org.uk or alternatively can be posted to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, North Yorkshire DL9 4BD.

PLEASE NOTE: The school will not accept referrals/CVs from supply or employment agencies for this post.

Closing date: 23:59 Thursday, 11th June 2026

Interview date: Friday, 19th June 2026 (TBC)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will therefore be required to complete an enhanced Criminal Records Disclosure. We encourage applications from all sectors of the community.



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JOB DESCRIPTION

JOB TITLE:	Senior Safeguarding Lead
GRADE:	Grade JK, points 27-32: £38,220-£42,839 (FTE), actual salary £36,578-£40,998 (pro rata)
CONTRACT TYPE / TERM:	Established / Permanent
HOURS:	Term-time only plus 4 weeks & 5 training days, 37 hours per week
RESPONSIBLE TO:	Headteacher
RESPONSIBLE FOR:	Safeguarding Support Officer, School Counsellor

Key Purpose

The Senior Safeguarding Lead will sit on the school's Senior Leadership Team as the Designated Safeguarding Lead and will be responsible for the strategic and operational leadership of safeguarding across the organisation (including online safety). They will ensure that safeguarding is effective at Risedale School and that all staff understand the importance of safeguarding and child protection and know their safeguarding responsibilities. The post-holder will ensure that pupils and staff are well supported, that accurate and detailed safeguarding records are maintained and that staff training is high quality, aligned with current guidance/legislation, logged, tracked and up-to-date. They will lead a team of Deputy Designated Safeguarding Leads (DDSLs) and work closely with other leaders.

Aligned with the school's vision and values, the postholder will work effectively with external agencies and partners to ensure the best possible support for pupils. They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children. They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as social care, health practitioners and the police.

Core Responsibilities

- To work with the Headteacher, Senior Leadership Team and Governing Board to ensure that the School's vision and values are clearly articulated, shared, understood and acted out effectively
- To lead by example and demonstrate the School's values in everyday work and practice with all stakeholders as required
- To lead on the development, management and implementation of relevant school policies
- To maintain a highly visible and professional presence within the school, overseeing the operations of the school and attending events
- To contribute to the decision-making processes of the School, supporting decisions and sharing corporate responsibility for them, regardless of personal inclination
- To be directly accountable for responsibilities relating to agreed specific roles within the School
- To ensure that the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- To play a full, active and prominent role on the Senior Leadership Team
- To ensure that the needs of all pupils are being met, particularly where there is underachievement occurring, enabling all to succeed
- To be committed to your own personal and professional development, continuous reflection, and to engage actively in the performance appraisal process
- To undertake before/after school, break and lunchtime supervisory duties as required
- To undertake any other duty as reasonably directed by the Headteacher



1	Raising Awareness & Training for Understanding
1.1	Ensure the school's safeguarding/child protection policy and its implementation is reviewed at least annually, is up to date, and is in line with statutory guidance, legislation and best practice.
1.2	Ensure the safeguarding/child protection policy and any other statutory documents are available publicly and are confirmed to be read and understood by all staff.
1.3	Assess the training needs of all school staff in relation to safeguarding and child protection, and implement and maintain an ongoing training programme, including annual refreshers for all staff, keeping records of staff training.
1.4	Provide appropriate safeguarding induction training for new staff, volunteers, contractors, work experience students, apprentices, visiting staff, supply teachers and governors to provide them with the relevant skills and knowledge to safeguard children effectively.
1.5	Ensure that parents/carers are aware of the school's policy, that referrals about suspected abuse or neglect may be made to children's social care, and the school's role in this.
1.6	Ensure that all staff, pupils, volunteers and visitors are aware of who the DSL/DDSLs are and that pupils know how to keep themselves safe and how to report any concerns.
1.7	Maintain links with the North Yorkshire Safeguarding Children Partnership to ensure staff are aware of training opportunities and the local policies on safeguarding.
1.8	Share information about the welfare, safeguarding and child protection issues that children/young people are experiencing/have experienced, with adults within the school, as appropriate.
1.9	Regularly review, update and share information with all staff about contextual safeguarding.
1.10	Ensure that staff know the importance of early help in supporting children and young people to be safe and succeed, and that relevant staff know how to complete Early Help assessments.
1.11	When pupils leave the school, ensure that their child protection file is transferred to the new setting as soon as possible, separately from the main pupil file, and take responsibility for ensuring that reasonable steps are taken to effect secure transit and obtain confirmation of receipt. As appropriate, share any information with the new setting prior to the pupil leaving.
1.12	Promote a culture of openness, reporting and listening to children/young people, taking account of their wishes and feelings.
1.13	Undertake the required level of training for the role of DSL, enhancing this with regular training and updates, and ensure that DDSLs engage in the same levels of training.



2	Managing Referrals
2.1	Refer all cases of suspected abuse/neglect of any pupil at the school to Local Authority children's social care in a timely manner, ensuring that a response is received and recorded.
2.2	Ensure teachers fulfil their statutory duties of referring all confirmed cases of female genital mutilation performed on a pupil to the police, as per legal requirements, and keeping records of these referrals and subsequent actions.
2.3	Support other staff who have made referrals to Local Authority children's social care.
2.4	Refer appropriate cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern, as part of the Prevent duty.
2.5	Make referrals to the Disclosure and Barring Service where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child.
2.6	Make referrals to the police where a crime may have been committed which involves a child.
2.7	Work with Early Help Consultants and make and coordinate Early Help assessments.
2.8	Maintain accurate and organised records within CPOMS of all welfare and child protection concerns brought to the attention of the school by staff, members of the public or other professionals.
2.9	Ensure CPOMS is monitored daily, logs are responded to in a timely fashion, and that CPOMS is kept up-to-date with actions/information, including referrals.
3	Working With Staff & Other Agencies
3.1	Act as a point of contact with relevant external safeguarding partners.
3.2	Line manage and develop the Safeguarding Support Officer and School Counsellor.
3.3	Act as a source of support, advice and expertise for staff on safeguarding matters and when deciding whether to make a referral by liaising with the relevant agencies.
3.4	Take part in strategy discussions and inter-agency meetings, and support other staff to do the same, and to contribute to the assessment of children.
3.5	Work proactively with the Deputy DSLs and other key staff within the school on matters relating to safeguarding and child protection, including holding a protected weekly safeguarding team meeting.
3.6	Attend and contribute to Child Protection conferences, Child in Need meetings and TAC/TAF meetings when required to do so, acting in the child's best interests.
3.7	Inform the Headteacher of issues pertaining to child protection and safeguarding, especially ongoing enquiries under Section 47 of the Children's Act 1989 and police investigations. This includes being aware of the need for children to have an appropriate adult.



3.8	Work proactively with colleagues from the Children and Families Service/Early Help consultants and practitioners, so that pupils and families are effectively supported, and early intervention can be successfully implemented.
3.9	Liaise with the Headteacher and the local authority's designated officer (LADO) for child protection concerns in cases where a member of school staff is involved.
3.10	Liaise with staff on matters of safeguarding, child protection and welfare (including online safety) and when deciding whether to make a referral by liaising with relevant agencies so that children/young people's needs are considered holistically.
3.11	Liaise with the senior mental health lead (School Counsellor) and mental health practitioners where safeguarding concerns are linked to mental health.
3.12	Regularly liaise with the school's PSHCEe lead to ensure the curriculum effectively teaches pupils how to keep themselves safe and responds to emerging trends/needs.
3.13	Promote supportive engagement with parents/carers in safeguarding and promoting the welfare of children/young people, including where families may be facing challenging circumstances.
3.14	Ensure that staff know which children have/have had a social worker, and maintain a culture of high aspirations for this cohort of students. Support teaching staff to provide additional support or reasonable adjustments to help these children reach their educational potential.
3.15	Support those responsible for ICT at the school to keep children safe whilst they are online at school.
3.16	Act as the school's Educational Visits Coordinator (EVC), supporting staff to plan safe school visits and quality assuring visit risk assessments and planning.
4	Preventing Radicalisation
4.1	Act as the first point of contact for parents, pupils, staff and external agencies in all matters relating to the Prevent Duty.
4.2	Co-ordinate Prevent Duty procedures in the school, including creating a school-specific Prevent risk assessment, and updating it regularly, considering statutory updates and/or local events.
4.3	Undergo appropriate training on the Prevent Duty such as the Home Office 'Workshop to Raise Awareness of Prevent' (WRAP) training.
4.4	Undergo appropriate training on the Channel programme.
4.5	Assess the training needs of all school staff in relation to the Prevent Duty, and implement and maintain an ongoing training programme, including induction training for all newly appointed staff and volunteers, keeping records of staff training.
4.6	Monitor the creation, confidentiality and storage of records in relation to the Prevent Duty.



4.7	Liaise with local Prevent co-ordinators, the police, local authorities and existing multi-agency forums in all necessary or appropriate circumstances relating to the Prevent Duty.
5	Safeguarding and Supporting Vulnerable Learners
5.1	Be alert to the specific needs/vulnerabilities of children in need, Looked After/Post-Looked After Children, those with Special Educational Needs & Disabilities, Service Pupils and Young Carers (including when online).
5.2	Act as the Designated Teacher for Looked After/Post-Looked after children (LAC/PLAC).
6	Developing & Influencing Others
6.1	Set high expectations of performance for self and others, acting as a positive professional role model for staff.
6.2	Provide support for colleagues in improving their practice, training, coaching and mentoring staff to ensure a positive, professional and achievement-driven ethos is maintained.
6.3	Ensure that staff understand their professional responsibilities and are held to account.
6.4	Develop and maintain strong working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.
6.5	Manage staff with due attention to workload and wellbeing.
7	Strategic Planning
7.1	Work to translate the School's vision and values into strategic objectives that ensure school improvement, support the highest quality of educational provision and the achievement of pupils.
7.2	Take a role in the formation and implementation of the School Improvement Plan.
7.3	Ensure that long, medium and short-term improvement priorities are recorded, tracked and regularly reviewed to monitor progress.
7.4	Regularly monitor and analyse safeguarding data to ensure that trends and patterns are identified and appropriate action taken in response to pupil need.
8	Monitoring & Evaluation
8.1	Be committed to self-evaluation.
8.2	Contribute to the identification of key areas of strength and weakness in the school.
8.3	Evaluate the quality of provision through completion of audits (e.g., the LA Safeguarding Audit, online safety audit), data analysis and gathering stakeholder voice.



8.4	Celebrate strengths and facilitate the sharing of best practice.
9	Communication & Stakeholder Engagement
9.1	Ensure that regular, timely, high-quality communication occurs within the school and also with families and other agencies so that all stakeholders feel supported.
9.2	Provide reports, data and information as required.
9.3	Promote, foster and model good relationships with parents/carers, community organisations and external agencies, which are rooted in strong partnerships to support and improve pupils' achievement.
9.4	Provide updates, reports and data to governors, attending governor meetings where necessary.
9.5	Contribute to school letters, publications, website content and communications.
10	Safeguarding
10.1	Be committed to safeguarding and promoting the welfare of children and young people, following correct procedures for safe recruitment, safe behaviour, and child protection as outlined in school policies.
10.2	Raise safeguarding concerns in a timely manner, in line with school policies.
11	Data Protection
11.1	Comply with the Council's policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality.
12	Health & Safety
12.1	Be aware of and implement health and safety responsibilities as an employee, and where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
12.2	Work with colleagues and others to maintain health, safety and welfare within the working environment.
13	Equality
13.1	We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
13.2	Within own area of responsibility, work in accordance with the aims of the Equality Policy Statement.
14	Flexibility



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14.1	North Yorkshire Council provides front-line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Council Policies and Procedures.
15	Customer Service
15.1	The Council requires a commitment to equity of access and outcomes, which will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
15.2	The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Behaviours	Link
Date of Issue	May 2026



PERSON SPECIFICATION

QUALIFICATIONS & TRAINING	ESSENTIAL ON APPOINTMENT	DESIRABLE ON APPOINTMENT
GCSEs: 5x A*-C/equivalent incl. English & maths (or equivalent)	✓	
Level 3 qualification, e.g.: A levels/BTECs/NVQ (or equivalent)	✓	
Honours degree		✓
Social Work qualifications, e.g.: - DipSW, CQSW, CSS or equivalent - Degree in Youth or Community work - Degree in children's services relating discipline		✓
Designated Safeguarding Lead training		✓
Willingness to undertake any additional DSL/child protection training/qualifications	✓	
Training in Safer Recruitment		✓
Evidence of other recent, relevant CPD	✓	
SKILLS & KNOWLEDGE	ESSENTIAL ON APPOINTMENT	DESIRABLE ON APPOINTMENT
Ability to identify and articulate what constitutes high quality, impactful safeguarding practice	✓	
Knowledge and understanding of safeguarding legislation and guidance	✓	
Knowledge and understanding of North Yorkshire processes and procedures for safeguarding		✓
Knowledge of how local authorities conduct child protection case conferences and child protection review conferences	✓	
Knowledge of the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments	✓	
Knowledge of CPOMS/similar recording platform		✓
Ability to record information concisely and present reports	✓	
Understanding of the role of data in driving improvement	✓	
High level of organisational and administrative skill	✓	
Ability to relate to and build relationships with pupils, parents/carers, and other members of the school community	✓	
High standards of written and spoken English	✓	



EXPERIENCE	ESSENTIAL ON APPOINTMENT	DESIRABLE ON APPOINTMENT
Experience working with children/young people of secondary age and their families (especially those with complex needs)	✓	
Experience of and commitment to inter-agency working	✓	
Experience of working for one of the main safeguarding partners/agencies	✓	
Experience of managing own caseload and maintaining accurate casework files	✓	
Appropriate leadership and management experience to at least middle leader level	✓	
Experience of leading and delivering initiatives which raise standards	✓	
ATTITUDES, VALUES & PERSONAL QUALITIES	ESSENTIAL ON APPOINTMENT	DESIRABLE ON APPOINTMENT
Is aligned with the school's vision and values	✓	
Passionate commitment to education	✓	
Strategic thinker	✓	
Resilient and solution-focused	✓	
Eager to contribute to the wider life of the school	✓	
OTHER	ESSENTIAL ON APPOINTMENT	DESIRABLE ON APPOINTMENT
Holds driving license and has access to own car	✓	

SAFEGUARDING These criteria will be tested at interview. Please note this post is also subject to a satisfactory enhanced DBS disclosure.	ESSENTIAL ON APPOINTMENT
Demonstrate a commitment to safeguarding and the welfare of children and young people	✓
Ability to form and maintain appropriate relationships and personal boundaries	✓
Emotional resilience in working with challenging behaviours	✓
Appropriate use of authority and discipline	✓

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the areas throughout the selection process.



OUR VISION & VALUES

Our aspiration is that every pupil and staff member is supported to be the **BEST** version of themselves.

Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy **RELATIONSHIPS**. All our pupils will make good progress from their starting points.

At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a **RESPONSIBLE**, **RESPECTFUL** and **RESILIENT** citizen who can embrace change and learn from mistakes.

We are 'The Risedale Family' and together we are 'A family of learners'.

ABOUT US:

Risedale School is a coeducational community secondary school welcoming pupils aged 11 to 16. It enjoys an enviable and growing reputation in its local community. Links with the Armed Forces are strong. The school has one of the largest proportions of Service Children of any secondary school in the UK, and this military connection is an essential part of the school's distinctive character.



OUR LOCAL AREA:

Risedale School is located within the pretty village of Hipswell at the heart of Catterick Garrison, close to the historic market town of Richmond. It is set within a beautiful part of North Yorkshire, close to both Swaledale and Wensleydale. Catterick is a thriving and advancing location offering a choice of affordable and desirable housing opportunities and a unique and close community. Princes Gate Retail Park offers all major amenities, including supermarkets, cafes, shops, a leisure centre and a library. Risedale is just a 5-minute drive from the A1(M), providing easy access to Teesside, York and the Leeds conurbation. Major centres like Darlington are within easy reach for commuters, shoppers or leisure seekers, at around a 30-minute drive along the A1(M).

CHILD PROTECTION:

We are committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them. All applicants are requested to provide, in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form details of any other unpaid work/experience, for example, voluntary work.

Applicants are advised that references will be requested prior to interview, where consent has been given. References should be from "suitable" referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate.

Interviewees are required to bring to the interview original documents relating to identity and qualifications.

This school will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.

As part of a robust safer recruitment process, the school will carry out online searches on shortlisted applicants to identify any safeguarding or suitability issues that can be explored at interview.

At the interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Partnership, Local Authority and School Child Protection and Safeguarding policies and practice guidance and information on expected probation, safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures. The [Child Protection Policy](#) can be found on our website at risedale.org.uk/information/policies.