



Pendle
Education Trust

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**WELLBEING LEAD AT
CASTERCLIFF PRIMARY
ACADEMY**

**APPLICATION
PACK**

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www.pendleeducationtrust.co.uk



INTRODUCTION

WHY WORK FOR 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

CASTERCLIFF PRIMARY ACADEMY



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Here at Castercliff, we are passionate about promoting and safeguarding the welfare of all our children and are committed to providing a welcoming, community atmosphere in which we can nurture the achievements of every child. Academic learning and aspiration are highly valued. However, we also know the real importance of happiness in enabling all of our children to grow in confidence and develop a sense of responsibility. As a parent myself, I fully understand that children's happiness, safety and wellbeing must always be the priority.

As Principal of Castercliff, I am fortunate to lead a team of highly skilled and dedicated staff who all want to do their best for the children in our care. We all strive to promote and support excellent practice within our school, with children's happiness and development at its core.

The staff and children, here at school, together with the wider Pendle Education Trust team, are all extremely proud of Castercliff and the service we provide to our diverse and wonderful community and I am always pleased to show current or prospective staff around so that you can see for yourself what we have to offer.

We have been part of Pendle Education Trust since September 2015 and our high expectations and continual progress are evident inside and outside the classroom, with our children demonstrating their enthusiasm to learn on a daily basis. Our pupil numbers grow each year and we serve a diverse community with our families speaking many different languages.

By joining Castercliff Primary Academy you will become part of a supportive and ambitious team. We collaborate with our colleagues at Pendle Primary Academy and Casterton Primary Academy, as well as the two secondary academies in the Pendle Education Trust. We benefit from the support of the Trust's core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

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.



Mr Mark Sherwin
Principal

VACANCY

WELLBEING LEAD



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|-----------------------|--|
| Salary | SCP 19-25. Full-time salary £32,061 - £36,363 |
| Role Details | 33.5 hours per week. Term time plus five inset days. |
| Required | 1st September 2026 |
| Closing Date | 9am on Wednesday 13 th May 2026. |
| Interview Date | W/C 18 th May 2026. |



JOB DESCRIPTION

Wellbeing Lead

Reports to: Assistant Principal

Role Specific

- **Family Partnership:** Act as a primary link for parents and carers, providing guidance on wellbeing strategies and facilitating early interventions to increase engagement with their child's learning.
- **Support and Intervention:** Facilitate a range of nurture and intervention programmes – both 1:1 and group – to support children's mental health, wellbeing and those identified as vulnerable.
- **Attendance:** Work alongside the Attendance Officer to identify children at risk of Persistent Absence (PA), conducting Emotion Based School Avoidance (EBSA) assessments and home visits to remove barriers to school attendance.
- **Safeguarding:** Train as a Designated Safeguarding Lead (DSL) working within our established team to undertake Early Help Assessments and representing the school at Team Around the Family (TAF), Child in Need, and Inclusion meetings.
- **Multi-Agency Liaison:** Coordinate with external partners (such as the Mental Health Support Team and Family Intensive Support) to signpost families toward targeted local services.
- **Staff Development:** Support with staff training and resources to help them identify early children who need mental health and wellbeing support and understand the school's internal intervention pathways.

Trust Responsibilities

- Share the Trust's Vision, Mission, Values and Behaviors and communicate them effectively.
- Participate in Staff Review and Professional Development activities and be actively involved in the Trust's culture of high expectation.
- Value diversity and promote equality.
- Contribute to cross-Trust events.
- Adhere to Trust policies and procedures including Health and Safety
- Be responsible for safeguarding and promoting the welfare of children and young people.
- Any other duties that the Principal or Executive Principal consider appropriate.

PERSON SPECIFICATION

Qualifications and Attainments

Level 2 Numeracy and Literacy qualification - **Essential**

4 GCSEs at grade C including Maths and English - **Essential**

Level 2 Childcare qualification or equivalent, e.g. CACHE, NVQ L2, NNEB - **Essential**

Training, Experience and Knowledge

Willingness to undertake all relevant training - **Essential**

Understand the needs of children with ASD / ADHD including those on the pathway - **Desirable**

Experience of working with neurodiverse children in education - **Desirable**

Understanding of classroom roles and responsibilities of Teaching Assistants - **Desirable**

Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum - **Desirable**

Experience of basic administrative tasks - **Essential**

Experienced/trained first aider - **Desirable**

Personal Skills and Attitudes

Ability to lead and manage own workload effectively, and be willing to undertake CPD relevant to the post - **Essential**

Display initiative, be positive and enthusiastic - **Essential**

Demonstrate a commitment to equality and diversity - **Essential**

Possess excellent communication and relationship building skills - **Essential**

Be a team player with the ability to work independently - **Essential**

Demonstrate a flexible, adaptable, resilient and child orientated approach - **Essential**

Ability to use computers and educational software packages - **Essential**

Ability to manage sensitive and personal information in a confidential manner - **Essential**

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 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete our online application form found on the Join Our Family section of 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