



## Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to:

1. create an environment of welcome, love and respect for each member of our learning family.
2. develop the unique gifts and talents of all, striving for excellence in everything we do.
3. live out our commitment to love, service and justice in the local and global community.
4. nurture the journey of faith and discovery for all.
5. celebrate and reflect on the love of God which is at the heart of all we are.



POST OF  
Designated  
Safeguarding Lead  
with Mental Health Lead  
Responsibilities

Application Pack

Required for January 2025

# Permanent, Full Time, Non-Teaching Designated Safeguarding Lead

with Mental Health Lead Responsibilities

Grade 8 – SCP 25 to SCP 30 - £35,235 - £39,513

Governors wish to appoint an enthusiastic, passionate and resilient individual who will take lead responsibility for safeguarding and child protection in our successful Catholic 11-16 High School. The postholder will be joining a forward-thinking and hardworking senior leadership team and needs to be a flexible and ambitious candidate who has the ability to motivate and inspire pupils and colleagues. This is a key position offering an exciting opportunity to lead Safeguarding and child protection across the school including online safety. The person appointed will have very good interpersonal skills, a high level of literacy and experience of working with young people.

The successful candidate will be:

- A highly effective Safeguarding team member, who can motivate and encourage colleagues to the shared vision
- Someone who passionately believes that all children can achieve, no matter what their starting point, background or needs.
- A consummate professional, with a high level of drive, energy and integrity
- A team player with an understanding that excellence can only be achieved by working together

If you share our values, have the vision and drive for excellence and want to be part of an enthusiastic and dedicated team, committed to ensuring that students fulfil their potential, then we would love to hear from you.

**“This is a school where pupils are confident, full of life, and considerate of others.  
Pupils are known well and cared about. Pupils behave well and work hard in class.”**

OFSTED January 2020

Informal discussions and visits to the school can be arranged by contacting school on 01772 339813

Closing Date: **Wednesday 8<sup>th</sup> January 2025 at Midnight**

We reserve the right to close this post should we receive suitable applications prior to the closing date.  
Therefore, we would encourage early applications.

Proposed Interview Date: **Week beginning 13<sup>th</sup> January 2025**

Further information and an application pack are available to download from the school website:  
[www.st-maryshigh.lancs.sch.uk](http://www.st-maryshigh.lancs.sch.uk).

Please return completed application to [recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk)

Please note that in line with Keeping Children Safe in Education 2024 an on-line search will be carried out as part of our due diligence on shortlisted Candidates.

This post is subject to an enhanced disclosure with the DBS.

*Brownedge St. Mary's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people*

# BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL

## Letter from the Headteacher

Dear Applicant

I am delighted to be writing to you as Headteacher of Brownedge St. Mary's Catholic High School. Having started my career here almost 30 years ago, I have a deep understanding of our school. It is truly a warm, welcoming and vibrant place to be, where we work as a family to support, challenge and care for one another, striving continuously for excellence and to be the best that we can be.

Here, at Brownedge St Mary's, we place Christ at the centre of our pupils' lives: a place to encounter the living God in all that we are and do. Christ becomes alive by integrating Gospel values into every aspect of teaching, learning and the totality of school life both inside and outside the classroom. As a school we challenge every member of our community to "Let Your Light Shine" and to develop their God-given talents to their full potential. By doing this we ensure that our pupils' journeys into adulthood are also journeys of faith from which grow values, aspirations and morals that inform their actions and choices as unique individuals.

Our school is an environment where pupils feel safe, cared for and confident to express themselves. As a result, excellent relationships are formed, based on mutual respect and care for one another. I am extremely proud of our hard working and dedicated staff who go beyond high quality teaching and pastoral care and offer a rich extracurricular provision that ensures daily enrichment for all.

This is an exciting time for our school as it moves forward in the next phase of its journey to becoming an outstanding Catholic school. As our Designated Safeguarding Lead, you will be working in a team that is passionate and committed to delivering the absolute best for all our students. If you are someone who has energy, determination and drive and are collaborative and build strong relationships then Brownedge is the community for you.

I hope you are the person we are seeking. Should you decide to apply please read the job description and person specification carefully as it is important that, in your letter of application, you can demonstrate how your current experience, skills and qualities meet the job profile, and in particular, how you meet the requirements of the person specification.

You are reminded that the closing date for applications is **Wednesday 8<sup>th</sup> January 2025 at Midnight**.

Brownedge St Mary's Catholic High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory Enhanced DBS clearance and all pre-employment checks to include satisfactory references.

If you join our team, you will enjoy a full and purposeful career where you are valued, supported to develop and your hard work is recognised. I hope that having read all the necessary information about our school you are excited about applying for this position.

I look forward to receiving your completed application and reading what you have to offer our School.

Warm regards,



Mrs Nicola Oddie  
Headteacher

# BROWNEDGE ST MARY'S CATHOLIC HIGH SCHOOL

## School Context



We are an 11-16 Mixed Catholic Voluntary Aided High School in Bamber Bridge in the Diocese of Salford. There are currently 766 pupils on roll. This has increased year on year, and we are now oversubscribed in Years 7 to 9. In May 2022, we went through an extensive refurbishment and added a new school entrance, new toilet facilities and developed new ICT suites, a RE classroom, staffroom, music room and additional school dining facility for pupils.

The Mission Statement of Brownedge St Mary's expresses our intention to ensure that all pupils are given the opportunity to fulfil their potential using their unique talents gifted to them by God. Our inclusive ethos and high aspirations for our pupils commits us to providing opportunities that allow all pupils to develop as independent, confident and successful learners who enjoy learning and make good progress.

Through our Mission, we develop pupils' personal and moral values based on our Catholic ethos, teaching them respect for other cultures, religions and ways of life (including British Values) and ensuring that all know how to make a constructive contribution to the local, national and worldwide community.

In January 2020, we were visited by OFSTED who recognized that we are a continuously **GOOD** school.

In November 2022, we were visited by the Catholic Schools Inspectorate who recognized that we are **OUTSTANDING** in terms of our Catholic Life and Mission and Collective Worship and our RE Faculty were **GOOD** in terms of curriculum provision, outcomes and leadership.

## Designated Safeguarding Lead

The Designated Safeguarding Lead is an important role within the school. The successful candidate will advise and support other members of staff on child welfare, safeguarding and child protection matters and liaise with relevant agencies and the police. You will also be responsible for the school's policies, procedures and training for safeguarding and child protection, including online safety.

Working as part of a dedicated pastoral team you will be responsible for supporting our students and their families in a variety of different ways. You will lead our existing teaching staff trained in safeguarding and will work closely with them to effectively manage safeguarding and child protection across the school.

With a high level of drive, energy and integrity, the successful candidate will be confident in a leadership role and committed to contributing to the wider school and its community, including the delivery of whole staff training. You will be capable of handling a demanding workload and be able to successfully prioritise work, with a willingness to work outside of the timetabled day where necessary.

School is incredibly busy and there will be many demands on your time so resilience, flexibility, and the ability to work under pressure are essential skills for this post, although you will benefit from working with very supportive colleagues. As a school we are committed to continuous staff development and relevant training will be made available to the successful candidate.

This is a permanent, full-time, full year role as it will be essential that our students and families have access to support all year round. The postholder will be responsible for managing all the safeguarding team to ensure this support is available. During the holiday periods, it is envisaged appropriate cover will be managed virtually. However, this will evolve in accordance with the needs of our students and the school. The postholder will work 37 hours per week. The start and finish times of these hours can be flexible.

More detailed information about the role is included in the job description.

**Job Description**  
**Designated Safeguarding Lead**  
**With Mental Health Lead Responsibilities**  
**Brownedge St Mary`s Catholic High School**

<b>Post title:</b>	Designated Safeguarding Lead with Mental Health Lead Responsibilities
<b>Salary/Grade:</b>	Grade 8 – SCP 25 to SCP 30
<b>Working hours:</b>	37 hours per week, full year
<b>Responsible to:</b>	Core Senior Leadership
<b>Responsible for:</b>	To be confirmed
<b>Essential Car User:</b>	Yes

<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To take lead responsibility for safeguarding and child protection across the school, including online safety.</li> <li>• To take part in strategy discussions and interagency meetings and contribute to the assessment of children as well as to creating a safe and welcoming learning environment.</li> <li>• To review, design and implement policy and procedures and will advise members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and the police.</li> <li>• Be responsible and accountable for achieving the highest possible standards in work and conduct.</li> <li>• Treat pupils with dignity and respect and act with honesty and integrity, building relationships rooted in mutual respect.</li> <li>• Contribute to pupils’ moral, cultural, spiritual and citizenship development.</li> <li>• Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of their pupils.</li> </ul>
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**Duties and Responsibilities**

**Managing Referrals**

- Act as the first point of contact for staff members raising safeguarding and child protection concerns and respond appropriately to any disclosures regarding the wellbeing of a student.
- Identify students who may be at risk and use the correct referral protocol to reduce these risks.
- Work closely with staff to ensure they understand when it is necessary for a referral to be made.
- Support staff members who make referrals to external agencies.
- Refer cases of suspected child protection issues to the appropriate investigating agency e.g. children’s social care, the police, Channel.
- Work closely with the Local Authority and follow up and referrals made, ensuring the school aids the LA where necessary.

**Working with Others**

- Act as source of support, advice, guidance and expertise for all staff and work with them on all safeguarding matters, including support the Deputy DSL.
- Act as point of contact for safeguarding partners, engaging with children’s social care and specialist services as required.
- Ensure the Headteacher is kept informed of any safeguarding issues or ongoing enquiries.
- Work with the Headteacher and the Senior Leadership Team to take lead responsibility for identifying the impact that any safeguarding issues may have on the educational outcomes of children in need.
- Ensure the school knows which children have a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort.



- Know what local specialist support is available for children (victims and alleged perpetrators) involved in sexual violence and harassment and be confident in how to access this support.
- Have a good working knowledge of local inter agency arrangements led by safeguarding partners as well as how LAs conduct a child protection case conference and be able to attend and effectively contribute to these when required.
- Promote supportive engagement with parents in the safeguarding and welfare of children, including where families may be facing challenging circumstances.
- Liaise with other key staff in school where safeguarding concerns relate to mental health or attendance and implement early intervention strategies as required.
- Ensure there are robust procedures in place to identify and act when a child is missing from education.

### Working with Students

- Encourage a culture of listening to students and taking account of their wishes and feeling throughout the school and its procedures.
- Understand the difficulties student may have in approaching staff about their circumstances and ensure trusted relationships are built.
- Be alert to, and understand, the specific needs of vulnerable students.
- Recognise potential barriers some students may face to disclosing abuse, or staff recognising that they are being abused, ensuring measures are in place to mitigate such issues.
- Monitor students at risk of harm or those that have been subject to harm, providing support and ensuring their welfare

### Managing Records

- Be responsible for the upkeep and update of detailed, accurate and secure child protection records (concerns and referrals), ensuring confidentiality at all times.
- Ensure records include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved, and a note of any action taken, decisions reached and the outcome.
- Understand the importance of information sharing with appropriate staff and agencies, ensure files are only accessed by those who need to see them and that any information shared happens in line with Keeping Children Safe in Education (KCSIE) annual updates.
- For in year transfers, ensure child protection records are securely transferred and a receipt obtained, and consider whether it is appropriate to share any additional information with the new school to help them put appropriate support in place.
- Work in line with the relevant data protection legislation, including GDPR and Data Protection Act 2018.

### Raising Awareness

- Ensure that child protection policies and procedures are understood by all staff members, especially new and part-time staff, and are implemented correctly.
- Ensure the school's safeguarding and child protection policies are available publicly and, in liaison with the Headteacher, are reviewed, updated (where applicable) and approved by Governors on an annual basis.
- Assist in promoting educational outcomes by sharing information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with staff.

### Training

- Attend comprehensive safeguarding and child protection training (including PREVENT) at least every two years to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE guidance, including those outlined in the 'Training, knowledge and skills' section of annex C. In addition to formal training, update knowledge and skills at regular intervals and at least annually.
- Understand the assessment process for providing early help and intervention, and take the lead when appropriate.
- Provide training and relevant safeguarding updates to staff as required and provide annual safeguarding training to all staff.
- Provide comprehensive induction training to new staff and early career teachers (ECTs) with the aim to strengthen their safeguarding skills and experience.
- Ensure all staff, including new staff are aware of the following: The Child Protection and Safeguarding Policy, Low Level Concerns Policy, Whistleblowing Policy, The Behaviour Policy, The Staff Code of Conduct.

### General

- To keep up to date with national and local policy developments and services relating to vulnerable children and families.
- Undertake ongoing training commensurate with the role, including DSL training, PREVENT and online safety, enabling effective support to the Core Senior Leadership Team in responding to concerns about student welfare.
- Demonstrate consistently high standards of practice that put the needs of students at the forefront of all activity.
- Identify opportunities for improving day to day procedures and processes and discuss these with the Core Senior Leadership Team.
- Operate in accordance with school policy, procedures, and relevant standards.
- Monitor, review and evaluate their own performance, taking appropriate corrective action as necessary.
- Flexible application of working hours to respond to periodic service needs to work outside of the school day in response to the needs of students and families.

Individuals in this role may also:

- Manage a budget for student support services or areas appropriate to the role.
- Line manage other support staff including appraisal reviews.

<p><b>School Ethos</b></p>	<p>The governors of St. Mary's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:</p> <p>To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.</p> <p>To contribute significantly, where appropriate, to implementing the policies and practices of the school and to promote collective responsibility for their implementation.</p>
<p><b>Other</b></p>	<p>Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post-holder.</p> <p>This is not an exhaustive list of all tasks that may fall to the post-holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.</p>

**Note**

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signature of post holder:** \_\_\_\_\_ **Date:**     /     /

**Signature of Head Teacher:** \_\_\_\_\_ **Date:**     /     /

**Person Specification**  
**Designated Safeguarding Lead**  
**With Mental Health Lead Responsibilities**  
**Brownedge St Mary`s Catholic High School**

As a Roman Catholic School, this post requires the successful candidate to be fully supportive of the Christian mission of the school.

Brownedge St. Mary`s Catholic High School is committed the safeguarding and welfare of its children and young people. The successful candidate will need to share fully in this commitment.

Governors will consider applications on the basis of each candidate`s ability to meet the criteria below.

Criteria are classed as Essential (E) or Desirable (D). Criteria will be evidenced through Application Form / Supporting Statement (A) Interview (I) Letter (L) and References (R)

Requirements	E/D	Evidenced where
<b>Faith Commitment</b>		
Fully supportive of the catholic ethos of the school	D	A
<b>Qualifications &amp; Training:</b>		
GCSE`s grades A-C (or equivalent) including English and Maths. NVQ Level 3 or equivalent	E	A
Safeguarding and child protection training (evidenced) or willingness to undertake training.	E	A
<b>Experience:</b>		
Experience of working with vulnerable students and developing and implementing strategies to help children and their families.	E	A, I, R
Experience of building relationships with young people and their families	E	A, I, R
Experience of implementing administrative systems and procedures to facilitate accurate record keeping and the security of sensitive data	E	A, I, R
Experience of working with a wide range of other professionals to develop and deliver shared initiatives and support for young people and families	D	A, I, R
<b>Knowledge and Skills:</b>		
Working knowledge and understanding of the work practices, processes and procedures relevant to the safeguarding and child protection	E	A, I, R
Empathy and sensitivity to the needs arising from a wide range of students` circumstances and family dynamics	E	A, I, R
Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of responsibilities of schools and other agencies.	E	A, I, R
Ability to write action plans, maintain accurate records, create reports and uphold the principles of confidentiality at all times	E	A, I, R
Excellent written and verbal communication skills	E	A, I, R



Resilience and the ability to deal calmly and effectively with challenging situations	E	A, I, R
Ability to manage a demanding workload and successfully prioritise	E	A, I, R
Ability to build and maintain effective relationships, networks and communication with colleagues and external agencies	E	A, I, R
Ability to work as member of a team	E	A, I, R
Ability to work without close supervision and use initiative	E	A, I, R
Excellent ICT skills	E	A, I, R
<b>Other (including special requirements)</b>		
Commitment to equality, diversity and health and safety	E	A, I
Ability to work outside normal working hours when required	E	A, I
Good attendance record/commitment to regular attendance at work	E	R

### THE APPLICATION PROCESS

Applicants should submit a CES application form along with a formal supporting letter addressed to the Headteacher detailing why they would like to be considered for the role. Please note that CVs cannot be accepted as an application on their own.

The letter of application should be a maximum of 2 sides of A4, Arial Font size 12, with normal margin settings.

Please return all completed application forms and supporting documentation to  
[recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk)

## ***Extracts from our recent inspection reports***

**Ofsted confirmed our school continues to be a GOOD school. (January 2020)**

*“This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class.”*

*“Pupils said that they feel safe and can be themselves in this school community. Bullying almost never happens.”*

*“Pupils said the wider curriculum is a strength of the school. It provides them many new experiences. Staff go out of their way to provide pupils with extra activities and school trips. Pupils use these opportunities to find out about the wider world and what they enjoy and are good at.”*

*“Staff help all pupils to access the curriculum equally. Most parents and carers of pupils with special educational needs and/or disabilities (SEND) are full of praise for the school. They say their children receive excellent support from staff. They achieve well.”*

*“Pupils develop as good and successful citizens. They learn how to contribute and make a difference to the world in which we live.”*

*“Pupils pay attention, try hard and behave well in lessons. This good behaviour extends beyond lessons. Pupils are happy and orderly between lessons, and at break and lunchtime.”*

*“Most pupils achieve well in their examinations, across almost all subjects. This includes pupils with SEND, who move on to well-chosen courses after Year 11. Disadvantaged pupils’ examination results are improving year on year.”*

**Catholic Schools Inspection confirmed our school to be GOOD, with outstanding judgements in Catholic Life and Mission and Collective Worship. (November 2022)**

**KEY STRENGTHS OF THE SCHOOL INCLUDE:**

*“The pastoral provision is exceptional”*

*“The school is extremely welcoming, and the sense of community is palpable”*

*“(Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united and joyful community”*

*“There is exceptional readiness to take on roles of leadership, responsibility and service resulting in a strong community that reflects the diversity of St Mary's”*

*“Students are extremely respectful”*

*“Student leadership opportunities are varied and extensive”*

*“Students clearly understand they are part of a Catholic family whose core values come from Jesus. They embrace this, value it highly and actively contribute... In essence, students find the school's ethos inspiring.”*