



# Education, Wellbeing & Safeguarding Officer



Dear Applicant,

Thank you for your interest in the position of Education, Wellbeing and Safeguarding Officer at Churchtown Primary School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', written in a cursive style.

David Clayton  
Chief Executive

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformational**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

# ENDEAVOUR LEARNING TRUST

## OUR SCHOOLS





Dear Applicant,

Thank you for your interest in the Interim position of Education, Wellbeing and Safeguarding Officer at Churchtown Primary School.

We are delighted to send you the enclosed information about our school. We hope you will find it helpful and on behalf of the whole school community, we would like to take this opportunity to extend a very warm welcome.

Churchtown Primary is part of Endeavour Learning Trust and has thrived as part of a successful family of schools. Our children are hardworking, enthusiastic and keen to work with their teachers and the support staff to get the very best out of each and every day at school.

Ours is a happy school; we work together for the good of the team and we are a team where everyone is valued as an individual. In our school we have high expectations but also a pragmatic emphasis on challenge and support. This counts for students and staff, teaching and non-teaching, everyone wants the best for everyone else.

In our team, our staff are committed to improving the experience of our children with a genuine desire to help them become the best person they can be. They are wholly optimistic and driven to making the school the very best it can be. Underpinning all we do is a commitment to developing the children in our school to become kind, well rounded and confident learners. We want to develop young people who believe in, and have the skills, to realise their own worth and potential.

The Trustees and our Local Academy Council are extremely proud of the school's journey and successes to date. We are committed to promoting an ethos and culture of high aspiration and celebration, whilst providing a friendly and inclusive environment underpinned by a pastoral care system that values every member of the school community.

Yours faithfully,

Jinnie Payne  
Headteacher

## **Education, Wellbeing and Safeguarding Officer**

### **Grade 7 SCP 19-25**

**£29,777 - £33,945 pro rata**

**£27,827.96 - £31,723.14 per annum**

**Full time, Permanent, Term time only plus 4 weeks**

Churchtown Primary School are looking to appoint a highly organised, nurturing and committed Education, Wellbeing and Safeguarding Officer to join our school. The successful applicant will support and lead on...

We are looking for someone who is able to:

- Work with and appropriately support our children
- Form effective and appropriate working relationships/boundaries with young people
- Work effectively as a member of the team, prioritising conflicting demands and managing own workload effectively
- Work directly with children to provide mentoring and pastoral support to overcome particular obstacles to learning and attendance
- Oversee the in-school safeguarding provision, leading on caseloads, providing staff training and working closely with families

They will be expected to:

- Undertake home visits to keep parents/carers informed and secure positive family support
- Monitor the implementation of plans and report on progress achieved, support the re-integration of pupils excluded from school or following an alternative timetable
- Support the development of partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning, welfare and attendance.
- Take a role within the pastoral team on the implementation of the school's behaviour policy
- Support the transition of pupils between phases
- Maintain accurate pupil records and prepare written reports and evaluations.

In return we can offer you:

- A supportive and encouraging team of dedicated staff
- A fantastic Local Government Pension Scheme
- A modern, well-resourced school environment
- A commitment to the wellbeing of staff including 24/7 access to employee wellbeing package
- Term time only employment which supports long holidays

### **HOW TO APPLY**

To apply, please complete an application form and supporting summary to demonstrate your suitability to the post.

All applications must be submitted by 12pm on Monday 21<sup>st</sup> October 2024.

Interviews will be held on Friday 25<sup>th</sup> October 2024.

If you require any further information please contact our Central HR team at [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org)

### **SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

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

## JOB DESCRIPTION

### Education, Wellbeing and Safeguarding Officer



- To fulfil the role of Deputy Designated Safeguarding Lead and support the work of the Lead DSL and school leaders in embedding a strong safeguarding culture.
- To work with children, their families and external agencies to ensure that all children are supported in line with their needs in order to achieve their full potential.
- To support the work of the Attendance Officer in undertaking casework for identified families with barriers to attendance.
- Collaborate with all staff on delivering individual and group support to children with identified barriers to learning.

#### Core Responsibilities

- To work under the direction of the Lead DSL to ensure that all operational activities for safeguarding are fulfilled, including making referrals to external services and attending meetings for children and their families on all levels of the continuum of need.
- Be an advocate for children, encouraging a culture of listening and taking account of their wishes and feelings, including working with families, staff and external agencies.
- Maintain accurate records, including promoting appropriate use of CPOMS amongst staff, and produce reports where required, including for multi-agency meetings.
- Liaise with relevant staff in relation to safeguarding and welfare (including online safety) and when deciding whether to make a referral to external services so that children's needs are considered holistically.
- Take responsibility for staff training across the school and ensure own CPD to keep up to date with all legislative changes/statutory requirements.
- Support leaders in evidencing and reflecting on whole school safeguarding culture through report writing and completing section 175/157 audit for local safeguarding partnership.
- Liaise with school leaders and, where available, the mental health support team, where safeguarding concerns are linked to mental health.
- Identify the needs and assess those pupils requiring extra support and contribute to the development of individual action plans for targeted pupils.
- Undertake direct work with children and families to identify and overcome barriers to learning, including attendance concerns.
- Promote supportive engagement with parents and/or carers through a range of mechanisms, including home visits.
- Work with school leaders, promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement at school.
- Understand the importance of information sharing, and the lawful basis for doing so as outlined in UK GDPR Law 2018, both within the school, and with other schools on transfer including in-year, primary to secondary education, and with the safeguarding partners, other agencies, organisations and practitioners.
- Undergo training for the role of Designated Safeguarding Lead in line with guidance and display a commitment to ongoing professional development.
- Undertake any other duties reasonably requested by the Headteacher

