



# RECRUITMENT PACK

Behaviour,  
Attendance and  
Safeguarding Lead

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# JOB ADVERT

## BEHAVIOUR, ATTENDANCE AND SAFEGUARDING LEAD

**TERM TIME PLUS 2 WEEKS / FULL TIME 37 HOURS PER WEEK**

**GRADE 7, SCP 19 - 25 £32,061 - £36,363 FTE [£28,535.97 - £32,364.97 PRO-RATA]**

**RESPONSIBLE TO: HEADTEACHER**

**MAIN LOCATION: ST MARY'S RC PRIMARY SCHOOL**

**REQUIRED TO COMMENCE AS SOON AS POSSIBLE**

St Mary's RC Primary School is a warm, welcoming and inclusive Catholic school in the heart of Bacup. As the only Catholic School in the town we are proud to serve a diverse and thriving community. Our community is one in which we aim for our pupils to be safe, happy and successful in a positive atmosphere where every person is known, valued and given the support and guidance they need while being excited by the challenges and opportunities before them.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Mary's RC Primary School, are seeking to appoint a highly motivated, resilient and compassionate Behaviour, Attendance and Safeguarding Lead to join our team. This is a pivotal role in shaping the pastoral life of the school and ensuring every child has the opportunity to thrive both academically and personally.

The successful candidate will provide strategic and operational oversight of behaviour, attendance and safeguarding across the school. They will promote positive behaviour, emotional regulation and restorative approaches while supporting the development and consistent implementation of the school's behaviour systems. Safeguarding responsibilities will run within this role and underpin all decisions. A key aspect of the role will involve analysing behaviour and attendance data, identifying patterns or trends, and implementing targeted interventions to secure improvement whilst proactively working with families to overcome barriers. The successful candidate will also be confident to professionally challenge safeguarding concerns, report on and analyse safeguarding data and lead meetings held at school level.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01706 873123** or [sbm@stmarys.romerocat.com](mailto:sbm@stmarys.romerocat.com).

**Full details and application forms are available from My New Term via the link:**

<https://mynewterm.com/jobs/147592/EDV-2026-SMRCPSVA-01359>

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

<b>Closing Date</b>	Friday 13 <sup>th</sup> March 2026 12noon
<b>Shortlisting Date</b>	Friday 13 <sup>th</sup> March 2026
<b>Interview Date</b>	Friday 20 <sup>th</sup> March 2026

## BEHAVIOUR, ATTENDANCE AND SAFEGUARDING LEAD

### JOB DESCRIPTION

#### JOB PURPOSE

To provide strategic leadership and operational oversight of behaviour, attendance and safeguarding across the school ensuring a safe, nurturing, and well-disciplined environment where all pupils can thrive. The postholder will act as the Deputy Designated Safeguarding Lead (DDSL) and contribute fully to the pastoral life of the school.

#### MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

#### BEHAVIOUR AND INCLUSION

- Promote positive behaviour, emotional regulation, and restorative approaches across the school.
- Support the development, implementation, and review of the school's Behaviour Policy and curriculum ensuring consistency and fairness.
- Support the monitoring of behaviour data, identify trends and implement targeted interventions.
- Support staff with behaviour management strategies including coaching and modelling best practice.
- Support provision for pupils with social, emotional, and mental health (SEMH) needs in collaboration with SEND staff.
- Work closely with parents/carers to support pupils with behaviour needs.

#### ATTENDANCE

- To carry out first day calling procedures and reduce school absence levels for key vulnerable pupils.
- Undertake home visits to keep parents/carers informed and secure positive family support.
- Support improving attendance and punctuality across the school.
- Lead attendance meetings for families of concern and attendance contract meetings with parents where attendance is falling below the expected standard.
- Work closely with families to overcome barriers to regular attendance, planning resources and support for the needs of parents and carers, including organising parental workshops and groups.
- Monitor attendance data, identify patterns of concern and implement targeted interventions.
- Maintain record keeping systems including the use of Arbor and CPOMS and prepare written reports and evaluations to improve attendance across all groups of pupils.
- Liaise with staff in school as part of the Pastoral Team to support children and families with good attendance.

- Help families to support their child's wellbeing through knowledge of a range of activities and opportunities available to them.
- Attend relevant training linked to the role, as agreed by the Line Manager.
- Liaise with the local authority, Education Welfare Officers and other agencies as required.
- Ensure statutory attendance requirements and reporting procedures are met.

## **SAFEGUARDING AND CHILD PROTECTION**

- Fulfil the role of Deputy Designated Safeguarding Lead (DDSL), in line with *Keeping Children Safe in Education*, deputising for the DSL as required.
- Ensure robust safeguarding and child protection systems, policies and procedures are in place, consistently implemented, and understood by all staff.
- Manage safeguarding and child protection concerns, maintaining accurate, confidential and up-to-date records, ensuring appropriate information sharing, and transferring files securely when pupils move schools.
- Receive, coordinate and review referrals for children and families including Early Help and Multi-Agency referrals, ensuring timely and appropriate action is taken.
- Organise, attend and lead where appropriate Multi-Agency meetings, Child Protection Case Conferences and other statutory meetings contributing effectively, representing the school and providing all required reports.
- Maintain a working knowledge of local authority safeguarding processes including Early Help assessments and Child Protection procedures.
- Act as the main point of contact within school for families requiring support building positive relationships with parents and carers.
- Work directly with children in need and their families to promote positive outcomes, strengthen parenting capacity, and help prevent escalation of need or risk of significant harm.
- Provide advice, guidance and support to staff on safeguarding matters including managing complex behaviour and safeguarding cases and promote staff wellbeing.
- Ensure pupils understand how to keep themselves safe, including online safety, and that those identified as vulnerable or victims of abuse are supported appropriately and sensitively.
- Plan, coordinate and monitor targeted interventions to support pupils' social, emotional and mental health needs ensuring actions from safeguarding and intervention meetings are implemented and reviewed.
- Research, identify and signpost families to appropriate local support services, charities and agencies (e.g. food banks, housing support, Home-Start), and provide practical support through welfare checks, meetings and ongoing communication where appropriate.
- Lead by example, promoting high expectations for behaviour, conduct, and safeguarding practice.

### **WORKING IN PARTNERSHIP AND COMMUNICATION**

- Build effective relationships with pupils, parents/carers, governors, and external professionals.
- Act as a key point of contact for behaviour, attendance and safeguarding concerns.
- Work collaboratively with agencies such as social care, CAMHS, and the local authority.

### **ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST**

- This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.
- To undertake other duties as may reasonably be required within the general terms of the job description.

## BEHAVIOUR, ATTENDANCE AND SAFEGUARDING LEAD

### PERSON SPECIFICATION

<b>Qualifications</b>	<b>Essential (E) Desirable (D)</b>	<b>Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)</b>
<b>Qualifications and Training</b>		
GCSEs (or equivalent) in English and Maths at Grade 4/C or above.	E	A / C
Training in trauma-informed practice or SEMH.	D	A / C
<b>Knowledge and Experience</b>		
Experience of working with children or young people.	E	A / I / R
Experience of leading and participating in professional meetings with outside agencies.	E	A / I / R
Experience of working with children of a relevant age, dealing with difficult situations relating to poor behaviour	E	A / I
Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies.	E	A / I
Experience of liaising with external professionals (e.g. Children and Family Wellbeing, Educational Psychologists, CAMHS/ELCAS).	E	A / I / R
Experience of working with children/young people with additional needs (e.g. special educational needs (SEN) and disabilities, behavioural needs, mental health needs).	D	A / I
Experience of delivering programmes with pupils with challenging behaviour, including one-to-one, small group and whole-class activities.	D	A / I
Experience of working in a school environment or other educational setting.	D	A / I
Knowledge of local and national agencies that provide support for children and their families.	D	A / I
Knowledge of the potential barriers to high attendance that pupils may face.	D	A / I
Knowledge of the possible interventions to raise attendance.	D	A / I
Basic knowledge of First Aid.	E	A / I
Knowledge of the concept of confidentiality.	E	A / I
<b>Skills and Abilities</b>		
A well-developed understanding of strategies to manage and support young people with challenging behaviour in a school environment.	E	A / I
Proven ability to communicate effectively with adults and children, including through written and verbal communication.	E	A / I
Excellent written communication skills, with the ability to produce clear, professional reports.	E	A / I
Ability to work with a range of people with the aim of ensuring the safety and welfare of children.	E	A / I

Strong listening skills and proven ability to deal with sensitive situations with integrity.	E	A / I
Highly organised, with the ability to manage multiple priorities and deadlines.	E	A / I
Ability to maintain confidentiality.	E	A / I
Ability to use relevant technology.	D	A / I
<b>Personal Qualities</b>		
Empathetic, calm and professional manner.	E	A / I / R
Commitment to the Trust's ethos and values.	E	A / I
Creativity and willingness to contribute to wider school life (e.g. clubs, trips).	D	A / I / R
<b>Other</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	A / I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Essential Car user	E	A
<b>Note: We will always consider your references before confirming a job offer in writing</b>		
Prepared by:	HR Team	Date: February 2026

### EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## BEHAVIOUR, ATTENDANCE AND SAFEGUARDING LEAD

### HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Kim Rawlinson on 01706 873123 or [sbm@stmarys.romerocat.com](mailto:sbm@stmarys.romerocat.com).

**Full details and application forms are available from My New Term via the link:**

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**Completed application forms and associated documentation should be returned to the School Business Manager, Kim Rawlinson via e-mail: [sbm@stmarys@romerocat.com](mailto:sbm@stmarys@romerocat.com).**