



All Saints C of E Primary School
COLLABORATIVE LEARNING TRUST



WELFARE AND SAFEGUARDING OFFICER

INFORMATION FOR APPLICANTS

NJC Grade C1 Scale Points 12 - 17

Actual Salary £22,476.52 - £24,381.65 Per Annum

34.5 Hours Per Week – Term Time Only

Fixed Term For 1 Year

Required ASAP



COLLABORATIVE
LEARNING TRUST

Working Together to Secure Success

WELFARE AND SAFEGUARDING OFFICER

Location:	All Saints C of E Primary School
------------------	----------------------------------

Contract:	Fixed Term For 1 Year
------------------	-----------------------

Closing Date:	Monday 10 th November 2025
----------------------	---------------------------------------

Selection Day:	Friday 14 th November 2025
-----------------------	---------------------------------------

WELFARE AND SAFEGUARDING OFFICER

Thank you for your enquiry regarding this post.

Please look on the Trust's website for more information about the Trust

You will find in this booklet:

- Information about the post
- Information from the Chief Executive Officer
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the school:

office@allsaints.bradford.sch.uk

The closing date for applications is **Monday 10th November 2025**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately, and the selection day will take place on **Friday 14th November 2025**.

Following the closing date, a recruitment panel will review the information provided on each application form and consider how well it matches the person specification. Shortlisted candidates will then be invited to take part in the selection activities and references will be requested. On the selection day a number of sessions will be organised which may include completing a data or written task, and meeting with Trust staff, school leaders, and trustees. The results of these sessions will inform the panel in their decision to take candidates through to a formal interview in the afternoon.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

All Collaborative Learning Trust sites are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

INFORMATION ABOUT THE POST

All Saint's CofE Primary School are looking for a dedicated and experienced Welfare and Safeguarding Officer to join the staffing team.

The Welfare and Safeguarding Officer will improve school attendance through the effective working with students, families, pastoral support team and other agencies analysing data to guide interventions and evaluating their impact. The post will involve visits to schools, students' homes and meetings held at different venues.

INFORMATION FROM THE HEADTEACHER ALL SAINTS C OF E PRIMARY SCHOOL

Dear Applicant,

Thank you for your interest in becoming our new Early Years Foundation Teacher. It is an exciting time to be part of All Saints Church of England Primary School. We joined the Collaborative Learning Trust on 1st September 2022.

<https://collaborativelearningtrust.com> The Collaborative Learning Trust is a recently formed Multi-Academy Trust, founded on existing school partnerships in Yorkshire.

All Saints is a very large, thriving and diverse primary school near the centre of Bradford. We welcome children and families from around the world and seek to be a 'united, caring community of learners'. We are proud to be an 'excellent' church school and we strive to provide every child, regardless of their background or ability a high quality of education that ensures they flourish and are equipped for their next stage of education and life in modern Britain.

If you would like to learn more about life at All Saints Church of England Primary School, please explore our website and Twitter feed. If you would like to arrange a visit, please contact the office: 01274 415222

I look forward to meeting you.

Kathryn Shaw

INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

Currently the Trust comprises:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds

VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance)

This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career

'We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature'

COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

The Collaborative Learning Trust promotes employee wellbeing across all of our schools. One of the many ways we implement this is through our fantastic employee benefits which include:

Employee Assistance Programme:

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

Pension Scheme:

We offer a fantastic teaching and support staff pension scheme.

Cycle to work scheme:

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

Home and Tech scheme:

Spread the cost of a Curry's or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

bYond:

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

Extras discounts:

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

Tastecard Promotions:

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

RAC Membership Cover:

A 12 month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

JOB DESCRIPTION: WELFARE AND SAFEGUARDING OFFICER

Name:	
Job Title:	Welfare and Safeguarding Officer
Salary Grade:	NJC Grade C1 Scale Points 12 – 17 Actual Salary £22,476.52 - £24,381.65 Per Annum
Contract Type:	34.5 Hours Per Week Fixed term For 1 Year
Responsible to:	Headteacher

PURPOSE OF ROLE

To improve school attendance through the effective working with students, families, pastoral support team and other agencies analysing data to guide interventions and evaluating their impact. The post will involve visits to schools, students' homes and meetings held at different venues.

MAIN DUTIES

Attendance

- To plan and deliver a strategy and interventions to improve the attendance of cohorts and sub groups in conjunction with school leaders and pastoral staff
- To take supportive/remedial action in respect of individual absentees to secure their regular outstanding attendance at school or other education provision; this may include leading School Attendance Meetings, Home Visits, making telephone or written contact with Parents/Carers
- To work closely with school Attendance Lead to ensure robust implementation of a graduated response to challenge school absence, including caseload preparation in advance of statutory work undertaken by the Local Authority or external visitors
- To facilitate the educational partnership between home, community and Local Authority, by support, liaison and negotiation and where conflict arises to give paramount consideration to the interests of the child
- To provide advice and support to parents, Students and Pastoral staff in order to ensure effective interventions are in place to improve attendance of cohorts and individuals
- To make referral to, to liaise and collaborate in joint work with other practitioners, educational colleagues and external agencies in relation both to individual cases and aspects of children's general welfare. This may include

completion of Early Help Records and attendance at Team Around the Child meetings

- Chase incomplete or inaccurate registers- contacting staff to ensure their completion
- Telephone parents of absent students who have been identified from data analysis. To contribute pro-actively and with a preventative emphasis to relevant areas of school policy
- Coordinate the collation of reasons for absence – email and telephone systems
- Liaise with external agencies to ensure appropriate action is taken
- Attend and hold meetings with the wider staff regarding students' attendance
- Input/amend attendance data
- Deal with attendance enquiries from parents
- Complete any forms/paperwork in connection with attendance including Penalty notices
- Produce attendance letters/reports/analyses for the Attendance Lead as requested
- Complete home visits in order to support the return to school of students
- Be the point of contact for The Bradford Attendance Team
- Devise and carry out interventions with students and families to improve attendance using a research based approach
- Inputting, creating, manipulating and analysing data using a variety of systems for example: Arbor; Excel
- The post holder will carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibilities of the post including adhoc cover within the administration team.

Act as a deputy safeguarding lead across the school:

- Assess information from staff regarding concerns about children and make decisions about whether staff concerns are sufficient enough to notify Children's Social Care or whether other courses of action are more appropriate, for example requesting an Early Help Assessment

- Working with the school's Designated Safeguarding Lead to implement actions related to safeguarding concerns and matters.
- To liaise with social workers and other relevant support agencies to ensure that all families, vulnerable children, and young people receive the care and protection they require.
- To ensure that all child protection plans are maintained and implemented.
- Have joint responsibility with the Senior Leadership Team and Governors to ensure that the school's safeguarding policy and related policies and procedures are followed and regularly updated.
- To attend multi-agency meetings.
- To meet regularly with the Designated Safeguarding Lead to report on the progress of identified pupils.
- Advise school staff on safeguarding matters.

To undertake any other reasonable duties as commensurate with the post as determined by the head teacher.

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

SAFEGUARDING

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

In line with KCSiE 2025, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

Signed

Date

PERSON SPECIFICATION- WELFARE AND SAFEGUARDING OFFICER

Title of Post		WELFARE AND SAFEGUARDING OFFICER	
Specification Prepared By		HR	
Date		October 2025	
Qualifications		Essential/ Desirable (E/D)	How identified
1.	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	E	Application and Selection process
2.	Recent safeguarding training and knowledge of statutory safeguarding framework	D	
Experience and Professional Development		Essential/ Desirable (E/D)	How identified
1.	Experience working in a school environment or other educational setting	E	Application and Selection process
2.	Experience in or be willing to learn how to deal with distressed and challenging students, and their relatives	E	
3.	Experience working with colleagues and external stakeholders (e.g. from external agencies)	E	
4.	Experience of keeping good written records	E	
5.	Experience in handling sensitive information and situations	E	
6.	Experience working with children/young people with additional needs (e.g. special educational needs (SEN) and disabilities, behavioral needs, mental health needs)	D	
7.	Experience of working as part of a multi-disciplinary team	D	

Knowledge		Essential/ Desirable (E/D)	How identified
1.	Knowledge of the barriers to learning that pupils may face	E	Application and Selection process
2.	Knowledge of available support services in the local area	E	
Skills and Abilities		Essential/ Desirable (E/D)	How identified
1.	Effective written and listening skills with an ability to think and work flexibly	E	Application and Selection process
2.	Strong communication skills to influence and collaborate across all levels of the business, including pupils, staff and parents	E	
3.	Good IT skills with a strong knowledge of Microsoft packages	E	
4.	Empathy with pupils from a range of family traditions and socio-economic backgrounds	E	
5.	Sensitivity to the needs of all staff, parents and the community	E	
6.	Eager to use initiative, prepared to work independently and to deadlines	E	
7.	Good organisation skills	E	
8.	The ability to work under pressure and prioritise effectively	E	
9.	Bilingual in Urdu and or Punjabi	D	
Personal Attributes		Essential/ Desirable (E/D)	How identified
1.	A commitment to positive teamwork and collaboration to achieve results	E	Application and Selection process
2.	A commitment to continuing professional development	E	
3.	A high standard of professional appearance	E	
4.	Adaptability to changing circumstances and new ideas	E	
5.	A sense of humour and perspective	E	

6.	Excellent interpersonal skills, approachable to all members of the Trust	E	
7.	An appetite and stamina for challenging work	E	
8.	A solution-focused mindset and determined "no excuses" approach to raising standards	E	
9.	Commitment to upholding the schools' and the Trust's ethos, values, policies and procedures	E	
Equal Opportunities		Essential/ Desirable (E/D)	How identified
1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
Safeguarding		Essential/ Desirable (E/D)	How identified
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
Personal Circumstances		Essential/ Desirable (E/D)	How identified
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to	E	Completion of Criminal

	work with children/young people/ vulnerable clients/ finance		Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the Trust	D	

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks

GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting, then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g.. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:i. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.

INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service (DBS) check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of exoffenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter 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 or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



All Saints C of E Primary School
COLLABORATIVE LEARNING TRUST



01274 415222
office@allsaints.bradford.sch.uk
www.allsaints.bradford.sch.uk
1 Little Horton Green
Bradford
BD5 0NG

A PROUD PART OF



**COLLABORATIVE
LEARNING TRUST**

Working Together to Secure Success