



# Safeguarding and Welfare Officer

## Applicant Welcome Pack



**“Success for All”**

# *OUR VISION*

**At Netherhall Learning Campus our standards and priorities are driven by having the highest of expectations that deliver for all student regardless of their context or starting point. This is underpinned by an unwavering commitment to our vision of 'Success for All'**

**Our expectations allow all students to engage within a positive learning environment which in turn has created a Campus that allows all students to make progress. We believe that prioritising good attendance, good behaviour, strong engagement and having high expectations that all children and young adults are able to overcome barriers and become active learners that will go on to benefit society.**

**The foundations of the Campus' strength are built on our strong traditions of personalised pastoral care that ensures the climate for learning is calm, well-ordered and secure. We value every student equally and aim to provide a safe and supportive environment. We are aware students have different needs and as a Campus we are committed to ensuring that every student has the opportunity to succeed. This is achieved by providing a broad, balanced and innovative curriculum that offers an excellent mix of inside the classroom and outside the classroom opportunities to learn. We will also offer a range of interventions when needed so that no student is left behind.**

**The calm, ordered and secure environment allows the Campus to offer a wide range of enrichment activities which students are actively encourage to participate in.**

**We want our students and parents/carers to feel valued members of the Campus community, we can only achieve this by working together. We value the input from parents to help the Campus with its work. We aim to engage parents as much as possible through regular reporting, parent's evenings and regular parental contact. We can only succeed if we are united in our efforts.**

**We aim to encourage creativity, enterprise, teamwork, personal responsibility and leadership skills in all students. We want all students to develop a "can do" attitude that will prepare them for adult life and employment. Our aim is that every student who leaves the Campus at 16 or 18 has a place at college, university, an apprenticeship or a job.**

**Michael Kent  
Principal**

# *About the Campus*

Netherhall Learning Campus consists of four schools, covering the full age and ability range from 3 – 19 years, each with its own distinctive ethos; each with its own individual identity and each catering to the specific needs of its students. Whilst the four schools are linked by a common philosophy and by common expectations, each school has its distinct and own characteristics that offer all students a continuous journey from Early Years entry through Key Stages 1 to 4 and beyond to Key Stage 5 via the Studio School. We are made up of a diverse community, yet we are all Netherhall.

## **A continuous journey**

Pupils may join any of the schools at any time. Regardless of the stage at which they start to attend, all students will experience the unique benefit of an education that has been planned by specialist teachers for all stages of a child's learning journey.

## **A common standard and expectation of dress, behaviour and standards of presentation:**

- All students, regardless of age, are expected to observe common rules of courtesy, respect, honesty and reliability.
- Uniform is the same across the Campus.
- From the start of their school career, all pupils are expected to arrive on time and with the correct equipment.
- Work is always to be presented to the best of the pupils' ability and books are to be respected and kept in good condition.

## **A recognition of the importance of parents and carers as partners in the learning journey of our children. A dedicated community team works across the campus to:**

- Work with parents to help support their children.
- Encourage greater parent and carer participation in school.
- Support adults who may have had a career break, back into learning and into the workplaces.

## **High quality teaching**

- Teachers across the campus meet regularly to share ideas and good practice.
- They share their expertise and help identify and meet the needs of pupils with special aptitude in their subject area.

## **Innovative curriculum development**

- The curriculum is jointly planned by specialist teachers across the Campus to prevent unnecessary repetition and stalling of progress at change of school.
- Creativity and opportunities for artistic and musical development are actively promoted and encouraged.

**Netherhall St James C of E (VC)  
Infant and Nursery School**

Rawthorpe Lane, Rawthorpe  
Huddersfield HD5 9NT

**01484 226601**

[infants@nlconline.org.uk](mailto:infants@nlconline.org.uk)

[View map](#)



**Netherhall Learning  
Campus Junior School**

Rawthorpe Lane, Rawthorpe  
Huddersfield HD5 9NT

**01484 300080**

[juniors@nlconline.org.uk](mailto:juniors@nlconline.org.uk)

[View map](#)

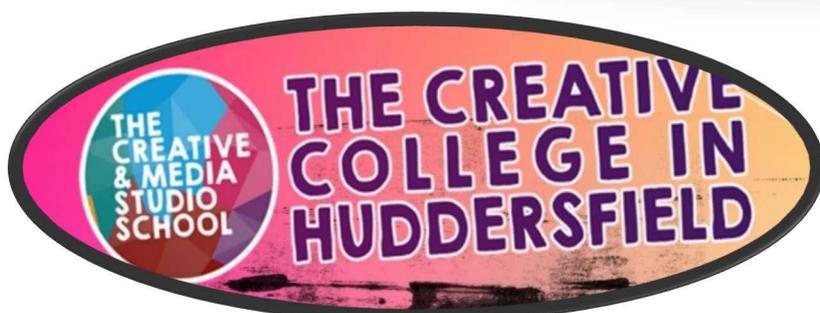
**Netherhall  
High School**

Netherhall Avenue  
Huddersfield HD5 9PG

**01484 382140**

[info@nlconline.org.uk](mailto:info@nlconline.org.uk)

[View map](#)



**The Creative & Media  
Studio School**

Netherhall Avenue  
Huddersfield HD5 9PG

**01484 382140**

[cmss@nlconline.org.uk](mailto:cmss@nlconline.org.uk)

[View map](#)





## Letter from the Heads of School

Welcome and many thanks for your interest in the vacancy at our school. This information pack will provide you with an outline of the role for which you are considering applying and I would encourage you to undertake further research into our school and its community to make sure this is a role in which you can make a significant, positive impact on the lives of our students. Additionally, it needs to be the right place for you to develop professionally and to be happy in the next stage of your career.

Our ethos of *'Success for All'*, caring for each other and achieving excellence, underpin everything that happens in our school. I believe education should have a positive impact on all students and that Netherhall is the right place for this to happen. We have the highest expectations of all our students in every area of school life. Our school is a caring, nurturing and ordered community with an atmosphere of calm and purposeful learning. Students are treated as individuals and we recognise and celebrate different abilities, aptitudes and interests and believe that everyone can develop through dedication and hard work. We aim to create an enjoyment for learning and a resilience that is essential for achieving excellence. We work hard to ensure every young person is happy, safe and successful – a credit to themselves, their family and Netherhall. We aim high.

A culture of excellent teaching and learning is at the heart of everything at Netherhall Learning Campus and it isn't just for students; we invest heavily in the continuing professional development of all our staff to improve the student experience. Success is not down to one thing but needs some key ingredients: strong classroom practice, an appropriate and personalised curriculum, rigorous tracking and monitoring of progress, commitment and positive behaviour for learning from students and support from home. These coupled with a love for learning and a passionate belief that all can achieve are crucial so that every student can be the best that they can be.

We look forward to welcoming you into our school community.



Kirsty McGrath  
Head of I&N School



Zoe Lowe  
Head of Junior School



Heather Johnson  
Head of High School

***"Success For All"***



# *Information*

Thank you and welcome for taking the time to read this pack.

Netherhall Learning Campus High School is a place where every student is valued and success is a shared goal. As the head of this vibrant learning community, it would be my pleasure to introduce you to a school that is dedicated to fostering a nurturing environment where students not only achieve academically but also grow as individuals.

Our vision is clear: **Success for All.**

We believe every student has the potential to excel and we are committed to providing the tools, opportunities, and support needed to turn that potential into reality.

Our key values of **ready, respectful, and resilient** are the pillars that support our vision. They are not just words; they are the standards by which we live and learn every day.

Being '**Ready**' means our students come prepared to engage with their education, equipped with the curiosity and the drive to learn.

'**Respectful**' reflects our commitment to creating a community where everyone is valued and differences are celebrated.

'**Resilient**' describes our shared determination to overcome challenges and view setbacks as opportunities to learn and grow.

At our school, students don't just learn; they thrive, gaining the knowledge, skills, and characteristics essential for reaching their full potential. We are dedicated to preparing our students for the next stage of education and the workplace, ensuring they leave us not just with qualifications, but with the confidence and capability to navigate the future.

We are very proud of our school and the dedicated team that we have who work tirelessly hard to provide the best opportunities for the young people in our care. We would welcome every opportunity to celebrate the success of this with you.

We look forward to welcoming you in person to Netherhall Learning Campus High School, where your journey towards success could begin today. Together, we will strive to make your experience here one that is filled with learning, growth, and success.

If you would like further information, or to visit, prior to completing your application Please contact our school office and our team will be more than happy to support you with this request.

**Mrs Heather Johnson,  
Head of School**

If you would like to be considered for the post, please complete the application form in full, alongside a letter of application, no more than two sides, outlining your relevant experience to date and the contribution you feel you could make to our school.

Please be assured that we take the time to read and consider all applications we receive. However, it is not possible to give feedback to candidates who have not been shortlisted.

We are committed to safeguarding and promoting the welfare of children and young people we expect all our staff to share our commitment. Further information regarding our safeguarding approaches can be found on our website. The successful applicant to this post will be subject to an enhanced DBS check and other pre-employment checks before the appointment is confirmed. **Please note CVs will not be accepted.**

Position: Safeguarding and Welfare Officer

Contract: Permanent

Grade: 10

Hours: 37

Term time plus 1 week

Start date: Tuesday 2<sup>nd</sup> September 2026

Closing Date: 12pm, Friday 17<sup>th</sup> April 2026

Interviews: w/c 27th April 2026

Completed application forms should be returned to: [admin@nlconline.org.uk](mailto:admin@nlconline.org.uk)

For a tour of the school, please contact [admin@nlconline.org.uk](mailto:admin@nlconline.org.uk)

## *Joining Netherhall Learning Campus*

- Netherhall Learning Campus High School is committed to developing all staff within their roles and creating opportunities for further career progression
- **Pension** – Every employee has access to the Teachers' Pension Scheme or West Yorkshire Pension Fund.
- **Emotional Wellbeing Support** via Employee Healthcare Service including Care First a free confidential counselling service.
- **Wellbeing Benefits** include annual flu vaccination, staff gym and exercise classes
- **Cycle to work scheme**
- **Corporate gym membership** – as a Kirklees employee you are entitled to the corporate rate at all Kirklees Active Leisure gyms
- **Vivup** - discounts across hundreds of the UK's high-street and online retailers
- **Totum Pro** – NUS card for professionals



# *Job Description*

The Safeguarding and Welfare Officer will take responsibility for aspects of safeguarding and child protection across the school, as directed by the Designated Senior Leader (DSL). They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of young people. They will advise and support other members of staff on all matters regarding safeguarding and liaise with relevant agencies such as the local authority, social services and the police. They will provide appropriate structured support to pupils.

In your role you will work with the Pastoral Team and members of the Senior Leadership Team to deliver and create a shared vision for personal development, attitude and safeguarding for all members of the school community to:

- Develop alongside the DSL, the safeguarding strategic vision and direction of the school, based on analysis of local and national safeguarding needs.
- Work to ensure that the pastoral offer reflects the school's vision and values.
- Play an active role in creating a safe environment where all pupils can be ambitious, aspirational and enjoy success. Key areas of responsibility and expectations
- Work alongside and under the guidance of Senior Leaders, and in line with the school's policies, procedures, relevant legislation and requirements.
- Work professionally and be a positive role model, upholding and exemplifying the school values.
- Display patience, empathy, and resilience and the ability to reflect when working with pupils facing various challenges/who have complex needs.
- Communicate your knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Develop positive and professional relationships with colleagues, pupils, parents and work effectively with other professionals, stakeholders and in multi-agency situations.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by Head Teacher.
- Keep your knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with Head Teacher, and identifying relevant professional development to improve personal effectiveness.
- Actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices. Refer to the school's website for further information.
- Be the Deputy Designated Safeguarding Lead for the school, including to deputise for and act as the Designated Safeguarding Lead in their absence,

- Be part of the school's daily response to safeguarding concerns and referrals.
- Keep up-to-date, accurate and secure records of pupils, including those with Child Protection Plans, other social services or external agency involvement.
- Offer support, advice and give a level of expertise regarding safeguarding to all members of the staff body, taking appropriate action as required.
- Model for all staff exemplary practice in terms of safeguarding and child protection procedures.
- Triage concerns and referrals from staff, taking appropriate action and making direct referrals to children's services and other relevant agencies.
- Ensure all staff have access to and understand the school's Safeguarding/Child Protection policy.
- Ensure PREVENT is communicated to staff and disseminate key information.
- Contribute to the review and update of policy documents relating to safeguarding.
- Contribute to Child Protection conferences and core group processes by either attending or ensuring a relevant member of staff attends and necessary paperwork is completed or appropriate documentation is available.
- Keep an accurate and up to date database of safeguarding information using CPOMS
- Track and analyse Safeguarding data to prepare reports for the senior leadership team to allow for appropriate interventions and the monitoring of impact.
- Provide structured support to pupils, dependent upon need
- Produce reports with key information on safeguarding for stakeholders, including the Senior Leadership Team and Governors.
- Work collaboratively with the DSL and the safeguarding team to write, implement and review an annual safeguarding development plan and relevant policies.
- Ensure that safeguarding and child protection professional development for all staff is embedded within the school.
- Ensure that visitors to the school are fully aware of basic safeguarding procedures.
- Create training resources for safeguarding to be used by staff, governors, parents, and pupils.
- Provide supervision sessions for colleagues who work in safeguarding.
- Organise and take part in targeted safeguarding training and intervention programs for individuals and groups of pupils.
- Distribute information on safeguarding to staff, governors, parents, and pupils liaising with members of the pastoral team.
- Maintain the upkeep of safeguarding notice boards and displays either around the school or on the website.
- Hold responsibility for making and confirming arrangements with external trainers for the delivery of training for staff and governors within the school.
- Arrange Child Protection and Safeguarding courses for relevant colleagues and to ensure the renewal of the courses are completed within relevant timescales.

- Work alongside the DSL in having oversight of the safeguarding provision for any pupils educated off site, liaising with external providers as appropriate.
- Provide targeted outreach support to pupils and families identified by the school, including those families at early help, child in need and child protection, but also as a supportive preventative measure. Communication
- Respond to face-to-face, telephone and email enquiries from staff and outside agencies.
- Maintain records/management information systems on safeguarding and child protection on CPOMS.
- Play a major role in initiatives and projects that may arise during the year.
- Ensure that all relevant safeguarding files and information is forwarded appropriately when a pupil transfers to another school or to post-16 education.
- Liaise directly with feeder schools, playing a full part in the transition of pupils and the transfer of relevant safeguarding documentation.
- Establish constructive relationships with colleagues within the school and across the sphere of safeguarding and child protection, communicating effectively with other agencies and professionals.
- Communicate key issues regarding individual pupils to relevant members of staff.
- Participate on the duty rota as required.
- Participate in staff meetings and support positive communication between team members and the organisation. Pastoral Responsibilities
- Work collaboratively with other members of the school's pastoral team including the attendance team and SENDCO to ensure the highest standards of attendance, attitudes to learning and outcomes for all pupils.
- Be a visible presence around the school modelling high standards, motivation and persistence.
- Undertake a series of duties ensuring that pupils are safeguarded and observed during social times and between lessons.
- Sustain effective, positive relationships with all staff, pupils, parents/carers, governors and the local community and be an excellent ambassador for the school.
- Organise and take part in parent/carer meetings and events including the parent/carer forums relating to safeguarding to ensure that parents/carers are fully involved in supporting their child.
  - Attend and contribute to pastoral leadership and other relevant meetings, supporting others as required.
  - Attend and participate in relevant training, meetings and performance development as required.
- Promote mental health and wellbeing, know how to support pupils and be a point of contact for pupils with regards to extra support which may be needed.
  - Understand and lead aspects of the school's work on ACE's and be committed to being trauma informed with an understanding of what this means for pupils and their families.
- Supervise pupils during break, lunch, before and after school.
- Attend trips and visits, where required.

# Employee Specification

To be shortlisted for the role, please demonstrate on your application form how you currently meet the “Essential” criteria, and the “Desirable” criteria wherever possible.

Knowledge, qualifications, skills and experience	Shortlisting criteria
Professional qualification (i.e. higher education diploma or foundation degree) in a relevant area of work with children, young people and their families or can demonstrate relevant experience.	Essential
Minimum NVQ Level 5 (higher education diploma or foundation degree) or able to demonstrate equivalent skills.	Essential
Safeguarding qualification or other relevant training.	Desirable
Previous safeguarding or pastoral experience, within Education or Social Services and/or voluntary organisation or health related setting.	Desirable
Experience of developing good working relationships with key stakeholders and agencies.	Essential
Experience of managing emotionally challenging situations and information.	Essential
Effective written communication and IT skills in order to produce detailed reports and accurate records.	Essential
Understanding of the range of multi-agency support available to pupils.	Essential
Understanding of the developmental and educational needs of pupils.	Essential
Knowledge of the of legislation and statutory processes pertaining to Child Protection and safeguarding, and ability to identify and manage risk.	Essential
Awareness of Data Protection legislation including GDPR.	Essential
Communication skills in order to be able to liaise effectively with pupil, families and other professionals and demonstrate active listening skills.	Essential
Commitment to ongoing training and development.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Accepts standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential

The following criteria’s may involve written exercises, group discussions, presentations, interview, practical tasks, etc., will be tested after the initial shortlisting and during the recruitment process.

Ability to analyse information and situations and apply a solution focused approach.
Efficient record keeping skills and attention to detail, to produce reports, take minutes of meetings and document safeguarding concerns.
Understanding of Safeguarding, Child Protection, codes of practice and how this relates to the role.
Ability to communicate effectively with pupils, parents, staff to build positive relationships.
Understanding of the importance of partnership working with parents and other agencies.

Demonstrates a positive approach to leading and supporting other staff, with the ability to motivate others and provide constructive challenge.

Ability to take responsibility and work independently within set boundaries.

### **General information**

This Job Profile is intended to provide an understanding and appreciation of the responsibilities associated with the role. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.