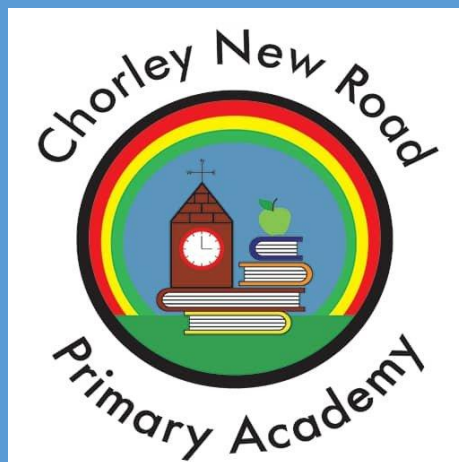




Albany Learning Trust
Developing World Class Schools

SAFEGUARDING
LEAD,
ATTENDANCE &
WELFARE LEAD
APPLICATION
PACK



SEPTEMBER 2026

Designated Safeguarding Lead, Attendance & Welfare Lead

Employer: Albany Learning Trust
Location: Chorley New Road Primary Academy
Working Hours: Scale 8 Points 26-28 - 37 hours per week £38,510 - £40,444
All Year Round
Required from: Monday 2nd November or as soon as possible thereafter
Contract Type: Permanent
Closing Date: Monday 28th September 2026
Interview: Friday 2nd October 2026

Application forms must be completed (CVs not accepted) If returning by email to
recruitment@cnrprimary.co.uk

Chorley New Road Primary Academy
Head Teacher: Miss L. Burrows
Tel: 01204 337046
Email: recruitment@cnrprimary.co.uk

Make a Difference. Change Lives. Lead with Purpose

At Chorley New Road Primary Academy, we believe that every child deserves to feel safe, valued, supported and inspired to succeed.

We are seeking an exceptional, passionate and highly motivated Designated Safeguarding Lead, Attendance & Welfare Lead to join our dedicated team and play a pivotal role in ensuring that every pupil has the opportunity to thrive.

This is far more than a safeguarding role. It is an opportunity to be at the heart of our school community, working with children, families, staff and external agencies to remove barriers, improve outcomes and make a lasting difference to the lives of our pupils.

The Role

As our Designated Safeguarding Lead (DSL), you will provide strategic and operational leadership for safeguarding across the academy, ensuring that the highest standards of child protection and welfare are maintained at all times.

Alongside this, you will lead our approach to attendance and pupil welfare, creating effective systems, delivering targeted support and building strong relationships with families to ensure children attend school regularly, feel supported and achieve their full potential. You will be a trusted professional, an advocate for children and a key member of our leadership team, championing the wellbeing, safety and success of every pupil.

We Are Looking For Someone Who:

- Educated to degree level, ideally in a discipline relevant to the role, or able to demonstrate equivalent relevant professional experience.
- Has extensive safeguarding knowledge and experience, with a commitment to keeping children safe.
- Understands the vital link between safeguarding, attendance, wellbeing and educational achievement.
- Can build positive, trusting and professional relationships with children, families and colleagues.
- Is resilient, compassionate and highly organised.

- Has experience of working effectively with external agencies and multi-agency professionals.
- Can confidently challenge, support and inspire others.
- Shares our determination that every child, regardless of circumstance, deserves the very best start in life.

What We Offer

- A welcoming, supportive and highly collaborative team.
- Exceptional professional development tailored to individual strengths, interests and career aspirations.
- Opportunities for career progression within an ambitious and forward-thinking Multi-Academy Trust.
- State-of-the-art facilities including spacious classrooms, a cooking room, nurture provision, a sensory room, outdoor classrooms, a Multi-Use Games Area and a trim trail.
- A leadership team that listens, invests in its people and is committed to helping every member of staff succeed.

About Us

Chorley New Road Primary Academy is proud to be part of Albany Learning Trust, a charitable education trust serving communities across Lancashire through collaborative excellence and a shared commitment to ensuring that every child succeeds.

Albany Learning Trust was recognised nationally with the Staff Development Award at the 2024 MAT Excellence Awards, with judges praising the Trust's exceptional commitment to developing its people and its proactive approach to continuous improvement.

We are also delighted that Albany Learning Trust has been shortlisted for the TES Multi-Academy Trust of the Year Award 2026, recognising the impact of our schools, our investment in people and our commitment to educational excellence.

Our commitment to developing people sits at the heart of everything we do. Through personalised professional development, coaching, collaboration and leadership opportunities, we support staff to continually refine their practice and grow throughout their careers.

Our school has a proud history dating back to the first Horwich Board School in 1896. In September 2018, we moved into our purpose-built, state-of-the-art school building, creating an exceptional environment where children and staff can flourish.

If you are an ambitious and experienced teacher looking for a school where you can continue to develop, contribute to a high-performing team and be part of a culture that genuinely values its people, we would love to hear from you.

Job Description

Chorley New Road Primary Academy

Job Title: Designated Safeguarding Lead (DSL), Attendance & Welfare Lead

Responsible to: Headteacher / Executive Headteacher

Scale: 8 (Pt26-28) £38,510 - £40,444

Hours: 37hours per week, All Year Round

Holidays: 26 days plus bank holidays

Purpose of the Role

As Designated Safeguarding Lead (DSL), you will provide strategic and operational leadership for safeguarding across the school. You will be responsible for ensuring that safeguarding arrangements are robust, effective and embedded throughout the school, whilst ensuring that our approach reflects current legislation, statutory guidance and best practice.

You will act as a key point of contact for safeguarding concerns, providing advice, guidance and support to staff and ensuring that concerns are appropriately assessed, recorded, escalated and referred to relevant agencies where necessary.

As Attendance and Welfare Lead, you will take responsibility for monitoring and improving attendance across the school, ensuring that effective systems are in place to identify concerns at an early stage and that appropriate interventions are implemented.

You will build positive relationships with pupils and families, providing practical support and appropriate challenge where required. The role will involve working collaboratively with colleagues to improve attendance outcomes and ensure that pupils receive the support they need to thrive both academically and personally.

Key responsibilities

Designated Safeguarding Lead

- Act as the school's Designated Safeguarding Lead, fulfilling the responsibilities of the DSL in accordance with Keeping Children Safe in Education, Working Together to Safeguard Children, local safeguarding arrangements and other relevant statutory guidance.
- Provide advice, guidance, support and professional challenge to colleagues regarding safeguarding concerns.
- Ensure safeguarding concerns are responded to promptly, appropriately and in line with school procedures.
- Ensure safeguarding records are accurate, detailed, chronological, confidential and maintained to the highest professional standard
- Make appropriate referrals to children's/adult safeguarding services, Social Care, Early Help, the police, Health Services and other relevant agencies where appropriate.
- Develop strong professional relationships and work collaboratively with social care, health, education, police and other external professionals.
- Contribute to safeguarding assessments, risk management and multi-agency meetings.
- Promote and maintain a strong culture in which safeguarding is understood to be everyone's responsibility.
- Ensure staff understand their safeguarding responsibilities and receive appropriate training and updates.

- Monitor safeguarding trends and contribute to audits, reviews and continuous improvement.
- Support the development and implementation of safeguarding policies and procedures.
- Receive, assess and respond promptly to safeguarding and child protection concerns.
- Lead and coordinate the school's response to individual safeguarding cases, and monitor cases carefully to prevent drift or delay.
- Maintain oversight of pupils who are subject to Child Protection, Child in Need, Early Help or other safeguarding plans.
- Attend and contribute effectively to Child Protection Conferences, Core Groups, strategy meetings, Child in Need meetings and other multi-agency meetings.
- Ensure that the child's voice and lived experience are central to safeguarding decisions.
- Ensure appropriate safeguarding information is transferred securely when pupils join or leave CNR.
- Escalate concerns appropriately where the response of another professional or agency is insufficient to safeguard a child.
- Maintain an excellent working knowledge of current safeguarding legislation, guidance and local procedures.
- Support leaders and governors/trustees in evaluating the effectiveness of safeguarding arrangements across the school.

Attendance and Welfare Lead

- Responsible for the day-to-day leadership, monitoring and improvement of pupil attendance and punctuality.
- Lead the school's work to promote excellent attendance and punctuality for all pupils.
- Develop a culture in which attendance is understood as everyone's responsibility and an essential part of safeguarding, inclusion and educational achievement.
- Monitor whole-school attendance regularly and rigorously and maintain a detailed and current understanding of the school's attendance picture.
- Analyse attendance by year group and pupil group, including disadvantaged pupils, pupils with SEND and other vulnerable groups.
- Identify patterns in individual and cohort attendance and ensure appropriate action is taken.
- Ensure that absence is followed up promptly and effectively.
- Work with school administrative staff to ensure attendance registers and absence codes are accurate and statutory procedures are followed.
- Ensure unexplained absence is investigated promptly and safeguarding procedures are followed where a child's whereabouts or welfare are of concern.
- Identify where absence may be an indicator of safeguarding concerns, unmet need or wider family difficulties.

- Lead attendance meetings with parents/carers.
- Develop individual attendance plans and support packages where appropriate.
- Establish clear targets with families and monitor progress against them.
- Coordinate attendance interventions and ensure they are reviewed for impact.
- Undertake home visits where appropriate and in accordance with school procedures.
- Develop positive relationships with parents and carers and work closely with families to understand and overcome barriers preventing children from attending school regularly.
- Recognise and respond appropriately to barriers including poverty, housing difficulties, family breakdown, health needs and other challenges.
- Help families understand the importance of regular school attendance and support families to engage positively with school.
- Balance support, challenge and accountability appropriately when working with families.
- Recognise when voluntary support is not achieving sufficient improvement and escalate intervention appropriately.
- Work effectively with the Local Authority attendance service and other relevant agencies.
- Coordinate appropriate formal attendance procedures where required.
- Ensure statutory attendance responsibilities are fulfilled and that school practice reflects current national guidance.
- Provide attendance reports to SLT and Contribute attendance information to reports for governors/trustees.
- Evaluate the effectiveness of attendance strategies and recommend further actions where necessary.
- Celebrate and promote good and improving attendance in ways that are inclusive, appropriate and consistent with the school's ethos.
- Maintain a clear overview of pupils who may be vulnerable or at increased risk.
- Ensure support is coordinated rather than delivered as a series of disconnected interventions.
- Monitor whether interventions are improving outcomes for individual children.
- Deliver pastoral support and interventions to targeted pupils.
- Maintain appropriate professional boundaries at all times.

Person Specification – DSL

Categories	Essential / Desirable
Professional values and practices of Chorley New Road Primary Academy	
Ability to build and maintain successful relationships with students, treat them consistently with respect and consideration and demonstrate concern for their development as learners.	E
Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work.	E
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.	E
Able to liaise sensitively and effectively with parents and carers, recognising their role in student learning.	E
Able to improve their own practice through evaluations and discussions with colleagues.	E
Flexible, with an ability to be able to embrace and generate change.	E
Personal Qualities	
Self-motivated and personally resilient.	E
High levels of personal integrity, discretion, honesty, reliability and selfawareness.	E
Conscientious and diligent work ethic.	E
High standard of personal presentation with an excellent attendance and timekeeping record.	E
Exacting standards, with high levels of attention to detail and accuracy.	E
Patience, kindness and understanding.	E
Professional Dispositions	
Pro-active in using initiative.	E
The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focusing on meeting customer needs and satisfaction.	E
Maintains a positive outlook at work.	E
Willingness to take a hands-on approach as necessary.	E
Flexibility, on occasions and within reason, in approach to working hours.	E
Qualifications	
5 A*-C GCSEs including English & Maths (NVQ Level 3 or equivalent qualification)	E
Educated to degree level or equivalent	E
Relevant professional qualification in Social Work, Education, Youth Work, Health, Psychology, Criminology, or related field	E

Current safeguarding and child protection training	E
Current First Aid at Work level 3 certificate or equivalent (full training will be arranged)	D
Experience	
Experience of working with children, young people and families	E
Experience of managing safeguarding and child protection concerns	E
Experience of liaising with external agencies, including social care, police, health services, and education providers	E
Experience of maintaining accurate and confidential records	E
Experience within a school, local authority, healthcare, charity, or social care setting	D
Experience of delivering safeguarding training or awareness sessions	D
Experience of supervising staff, volunteers, or students	D
Skills and Knowledge	
Excellent communication and interpersonal skills	E

Categories	Essential / Desirable
Ability to assess risk and make informed decisions	E
Strong organisational and case management skills	E
Ability to work independently and as part of a team	E
Commitment to safeguarding and promoting the welfare of young children and young people	E
Ability to maintain professional boundaries and confidentiality	E
Good understanding of child protection legislation and safeguarding procedures	E
Knowledge of the signs and indicators of abuse, neglect, exploitation, and harm	E
Understanding of information-sharing protocols and confidentiality requirement	E
Knowledge of early help and multi-agency safeguarding processes	D
Understanding of trauma-informed practice and child development	D
Ability to analyse complex information and prepare detailed reports	D
Experience using case management systems and safeguarding databases	D
Ability to develop and maintain effective partnerships with external agencies	D
Safeguarding of Children and Young People	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E

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 cooperate with us to apply the school's health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare and children and young people. All successful applicants will be subject to an enhanced DBS disclosure.

We are committed to providing a safe, inclusive and supportive environment in which every learner is valued, respected and given the opportunity to achieve their potential.

Benefits

- Annual leave: Entitlement of school holidays for most staff. All year staff have an entitlement of 26 days, plus bank holidays.
- Pension: Access to either the teacher pension scheme or local government pension schemes. These offer defined pension benefits, including generous death in service contribution.
- Salary: We are proud to be a living wage employer. We offer competitive rates for all roles.
- Travel: Membership of cycle to work scheme, which offers up to 40% off the price of a bicycle, including e-bikes.
- Support: Our Employee Assistance Programme (EAP) provides confidential support for staff and their families for both personal and work-related matters.
- - We train staff in [Chimp Management](#), which helps with people to manage their mind more effectively, with an approach grounded in neuroscience.
 - We have free access to Headspace app, which offers meditation and mindfulness for any mind, any mood and any goal.
 - We offer membership of the tech scheme, which offers up to 40% off the cost of personal IT equipment and white goods.
- Priority: Children of staff have priority admissions to their school.
- Development: Our high quality training ensures personal, professional development and allows staff to become expert in their role. A clear progression route within the Trust also provides opportunities to prepare staff for their next career step. Partnerships with the top professional bodies and training providers ensures high quality, evidence based training is always available to all staff. All our classroom staff receive training in [High Performance Learning](#) teaching and have access to HPL training pathways. Our leaders are trained by [Leadership Matters](#) and have access to professional leadership qualifications including NPQs.

Visits to the school are strongly advised and can be arranged with the school.

Operations Manager, Mrs Wendy Hewitt at office@cnrprimary.co.uk or telephone – 01204 337046

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Albany Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

