



Co-op Academy
Walkden



Application Pack

Deputy Designated Safeguarding
Lead

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Welcome from the Principal

I am delighted that you are interested in the role of Deputy Designated Safeguarding Lead at Co-op Academy Walkden. Our academy serves the local communities of Worsley, Boothstown and Walkden and provides places for 1500 pupils aged 11-16. We are easily commutable from all areas of the North West.

We have a dedicated team of staff who build and share positive relationships and a caring culture with our wonderful students. This was highlighted in our most recent Ofsted inspection (May 2023), where we were graded 'Good' in all areas.

This is an exciting time to be joining us as we focus on the next stage of our development. Having joined the Co-op Academies Trust in December 2018, we have been through a significant journey, driven by our co-operative values and 'Ways of Being'.

We are looking for talented and dedicated individuals who can build on our current success and support our ambitious vision for the future.

We pride ourselves on delivering a broad and ambitious curriculum for all children, including those with additional needs. We incorporate a small Enhanced Resourced Provision called the Hive, for students with cognitive learning difficulties and we also have an inclusion centre called The Link, to promote engagement for pupils who find school more challenging.

Should you choose to arrange a visit before applying you will find our Academy calm and purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly we are. If you would like to visit, please contact Mrs Nicola Taylor, Principal's PA at nicola.taylor@coopacademies.co.uk to arrange.

With best wishes

Matt Hacker
Principal

Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

What makes our Academy amazing?

Students:

- are engaged, very capable and want to learn
- create a welcoming atmosphere
- have amazingly supportive parents
- experience a broad range of visits and trips with many overseas
- participate in a vast array of expressive and creative arts shows and exhibitions
- complete in the Duke of Edinburgh Award and volunteer in the local community, raise significant funds for an Academy charity and participate in a wide range of sporting activities

Staff enjoy:

- working with brilliant students who want to achieve well and aim high
- state of the art facilities
- national terms and conditions and a wide range of additional benefits provided by the Co-op Academies Trust and its sponsor, The Co-op
- high quality professional development programme provided by the Co-op Academies Trust and the support of many local Trust academies
- a fantastic employee benefits package that includes discount on various Co-op branded products, gym and leisure discounts, cycle to work scheme, Health care-cash back scheme, discounted driving lessons and many more! Staff encouraged to be Co-op members and therefore receive generous discounts on all Co-op products
- a strong Well-Being group have been instrumental in the Academy achieving Investors In People Gold Status
- secure on site parking

Job Advertisement

Deputy Designated Safeguarding Lead

Salary Band: 3A SCP 19 - 23

Actual salary £28,498 - £30,607

Contract: Permanent

Hours: 36 per week, TTO + 10 days

Start date: September 2026

Benefits include:

- Local Government Pension scheme
- Co-op staff discount
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

Closing date: 12th July 2026

Interviews will be held before 17th July 2026

All applications for this role are to be completed via our SAMpeople Recruit platform. Please follow the link on our website to access this information.

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for an increasing number of academies in Leeds, Greater Manchester, Wirral and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

The school is looking to appoint committed and enthusiastic individual to undertake the role of Deputy Designated Safeguarding Lead (DDSL). This role will be responsible for the day to day monitoring and management of emerging safeguarding concerns, as an integral part of our safeguarding team. The post holder will continue to promote and support a whole-school culture of vigilance and rapid action, ensuring that there is always a robust response to any safeguarding concerns for our young people.

For more information about the Trust and other vacancies please visit our website

[Co-op Academies Trust](#) is an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

Deputy Designated Safeguarding Lead (DDSL)

Salary / grade range	3A SCP 19 - 23
Location	Co-op Academy Walkden
Reports to	Designated Safeguarding Lead

Purpose of role:

The DDSL is responsible for the day to day monitoring and management of emerging safeguarding concerns, as an integral part of our safeguarding team. This post holder will continue to promote and support a whole-school culture of vigilance and rapid action, ensuring that there is always a robust response to any safeguarding concerns for our young people.

Key accountabilities:

- To deputise for the DSL and make strategic decisions where necessary.
- To act as first point of contact and coordinate the school's response to all Child Protection issues.
- Ensure referrals are made to the appropriate agencies for all cases where young people are at risk of harm or abuse.
- To oversee, provide and evaluate the support of children and families who have child protection needs, or are deemed to be vulnerable.
- To support the pastoral care of all students by supporting the roles of Head of Year.
- To routinely record and monitor the impact of all waves of interventions through attendance, behaviour, progress and emotional wellbeing.
- To share responsibility with the DSL for safeguarding and child protection in line with national statutory guidance, linking with internal colleagues and external partners as appropriate.
- To be an initial point of contact for families, referring where appropriate and coordinating action with relevant agencies when required.
- To develop clear criteria for movement of key workers for students between all pastoral staff.
- To oversee and contribute to the nurture provision within safeguarding.
- Share responsibility with the DSL for safeguarding and child protection in line with national statutory guidance, linking with internal colleagues and external partners as appropriate.
- Oversight of CPOMs and distribution of caseload to the Safeguarding & wider Pastoral team.
- Ensure referrals are made to the appropriate agencies for all cases where young people are at risk of harm or abuse.
- Ensure the Principal is notified of key Safeguarding issues and concerns.
- Act as a source of support and guidance for colleagues on all safeguarding and child protection matters.
- Attend and contribute to Child Protection Case Conferences, Child Protection and Child in Need or other relevant meetings, when required to do so.
- Undergo training to develop and maintain the knowledge and skills, through at least annual updates, required to carry out the role, including Online Safety, SVSH, Prevent and FGM
- Support the DSL in the coordination and delivery of Safeguarding training including safer working practices.
- Work alongside the DSL and the Trust to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Attend appropriate events organised by the Local Authority, Trust or Hub level, and liaise as necessary with the Regional Safeguarding Lead.
- Provide safeguarding reports to the governing board and Academy Leadership Team on an agreed timescale and in an agreed format.

- Attend relevant Pastoral or Leadership team meetings as agreed with the Principal/DSL.
- Model best practice and uphold the principles of confidentiality and data protection at all times.
- Line manage the School Counsellor in the absence of the DSL.
- Contribute to the planning of appropriate pastoral care or all students who are withdrawn from mainstream education, liaising with appropriate staff.
- Contribute to internal meetings organised to support behaviour improvement and deeper inclusion.
- Attend external meetings, including multi-agency partnership meetings including Early Help, Children's Services and Police Strategy meetings and contributing to the assessment of children as appropriate.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and the wider Trust. The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post. The duties outlined in this Job Description may be modified by the principal to reflect new requirements.

Student Guidance and Support:

- To identify, know and coordinate the support of all students who are 'vulnerable' as effectively as possible.
- To monitor the outcomes of all vulnerable students (such as attendance, punctuality and academic progress) and plan and coordinate appropriate interventions so students' progress is in line with the school and national expectations
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement.
- To work effectively with vulnerable students so that safeguarding and welfare issues do not damage their chances of making the level of progress expected.
- Take proactive steps to prevent bullying and support victims of bullying.
- To either compile or coordinate the compilation of all feedback and reports required to external agencies on student achievement, progress and pastoral matters and quality assure their accuracy and objectivity.
- To ensure the accurate recording, retention and updating of all child protection and general records in the agreed format in a confidential manner.
- Be responsible for coordinating the response to enquiries about vulnerable students from parents and external agencies within agreed timescales, providing requested information and either attending meetings as the school representative or substituting for appropriate staff such as the Head of Year.

Standard Duties

- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the school.
- To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection
- To take a proactive approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To supervise students at social times as directed by the Principal
- To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.

- To attend and participate in relevant meetings as appropriate.
- To undertake any other additional duties commensurate with the grade of the post.
- To attend appropriate INSET and Twilight training sessions as directed as well as any evening events such as Parents Evenings, Open Evenings etc.
- Work flexibly to ensure that all child protection cases are dealt with effectively and in a timely manner, including beyond the normal working hours as necessary.

Cover

- In collaboration with the DSL and other DDSL, ensure there is adequate cover during holiday periods

Co-op Academies Trust is committed to the values shared by co-operatives everywhere and all staff are expected to promote and demonstrate these through our daily practice:

- Self-help – we support learners, parents, carers and staff to help themselves
- Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions
- Democracy – we give our learners, parents, carers and staff a say in the way we run our schools
- Equality – we believe that the voice of each individual should be heard
- Equity – we run our schools in a way that is fair and unbiased
- Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

<p>Personal Qualities</p> <ul style="list-style-type: none"> ● Ability to communicate effectively, orally and in writing. ● Ability to develop positive relationships. ● Ability to demonstrate initiative and be self motivated. ● Ability to work effectively and calmly under pressure. ● Ability to respond effectively to training and keep up to date with ICT related developments. ● Ability to relate to teachers, other professionals, parents and pupils. ● Ability to motivate and engage with a class group. 		<p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

The Co-op Academies Trust is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Walkden involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process after the closing date:

Shortlisting will be conducted by a Panel, who will match your skills / experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement.
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer & Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as e.g. Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.

How to find us

The nearest bus stop is just a short walk from the Academy and can be reached via several different bus routes from most other parts of Manchester. The Academy is also located a short walk away from the nearest train station, from which you can travel easily in to Manchester City centre.

Location:

Co-op Academy Walkden is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The Academy has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the Academy is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580

At Co-op Academy Walkden we encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.