

# Springwood Primary School



## Senior Safeguarding Lead

### Job Description

### Person Specification

## Information about Springwood Primary School

Springwood Primary School is based over five locations across Salford. Pupils who are Nursery - Y2 age attend our Craig Hall Site in Irlam and those who are Y2-Y6 attend our site in Swinton. Depending on pupil need and peer group, the decision is made annually as to which children transfer at Y2. Additionally, we currently have further small groups of pupils based at three satellite sites:

- Springwood@Belvedere
- Springwood@Summerville
- Springwood@Grosvenor Road

Another Satellite site, Springwood@Little Hulton is due to open as from September 2026.

We currently have 385 planned places, rising to 415 in September, and cater for pupils with a wide spectrum of complex Special Educational Needs and Disabilities (SEND). Despite being based across a number of sites, the school is a cohesive learning environment with consistent and high expectations across the whole school. The Senior Leadership Team (SLT) oversees a large number of staff working collaboratively across all sites; class staff have a specified main base.

Springwood is a founder school of The LINK Education Trust, a collaborative group of schools from across Salford who work together to improve outcomes for all pupils.

## Vision Statement

Springwood Primary School provides a safe, stimulating environment in which all pupils have the opportunity to succeed. At Springwood we respect each other, our pupils and their families. We have a curriculum that is meaningful, inspiring and enjoyable, promoting achievement for all. Through carefully planned holistic learning, pupils are enabled to achieve their best.

## Mission Statement

Springwood Primary School's Mission Statement is Believe, Enjoy, Succeed, Together.



At Springwood BEST is embodied through everything that we do.

## Senior Safeguarding Lead Job Description

| JOB DESCRIPTION                          |   |
|--|---|
| <b>SCHOOL:</b> Springwood Primary School |   |
| <b>Job Title:</b>                        | Senior Safeguarding Lead (SSL)  |
| <b>Grade:</b>                            | 3C (Scale Point 28 - 31)  |
| <b>Location of Work:</b>                 | All sites   |
| <b>Directly responsible to:</b>          | Headteacher   |
| <b>Hours of Duty:</b>                    | 36 hours per week full year   |
| <b>Primary purpose of the job:</b>       | <p>To lead and manage safeguarding practices and pastoral care systems, creating a safe, supportive environment where concerns are identified early, risks are managed effectively, and pupils and their families receive appropriate emotional, social, and practical support.</p> <p>The postholder will work collaboratively with the Strategic Leadership Team, providing strong and effective leadership as Senior Safeguarding Lead (SSL) to achieve the highest levels of performance and standards. This role also involves overseeing the work of the Family Liaison Officers, taking a lead role in leading and managing organisational change and implementing and driving the school's core purpose to secure success and improvement for all pupils.</p> |

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

| Key Responsibilities and Duties  |
|--|
| <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Serve as one of the Designated Safeguarding Leads (DSL), ensuring statutory compliance and best practice.</li> <li>• Work closely with the Senior Leadership Team (SLT) to implement actions related to safeguarding concerns and matters.</li> <li>• 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.</li> <li>• Lead on all aspects of child protection, early help, and multi-agency working.</li> <li>• Lead the school's daily response to safeguarding concerns and referrals using CPOMS.</li> <li>• Ensure that all relevant safeguarding concerns are communicated to the Leadership Team.</li> <li>• Maintain accurate, timely records and ensure robust systems are in place.</li> <li>• Provide safeguarding training, guidance, and support to staff.</li> <li>• Triage concerns and referrals from staff, taking appropriate action and making direct referrals to Children's Services and other relevant agencies.</li> </ul> |

- Model for all staff exemplary practice in terms of Safeguarding and Child Protection procedures and offer support, advice and give a level of expertise to all members of the school staff team, taking appropriate action when required.
- Communicate with Governors in relation to safeguarding and provide written reports, as required.
- Attend training to ensure up to date knowledge regarding safeguarding.

### **Leadership and Management**

- Take a lead role in school to embed our ethos and develop a learning culture with high expectations in a safe and secure learning environment.
- Assist in the development, planning and implementation of whole school strategies relating to a variety of topics such as attendance, safeguarding initiatives and inclusion.
- Have an overview of all staff training and identifying relevant training alongside annual whole school training and induction processes.
- Lead and assist in the development and implementation of policies and procedures relating to safeguarding, family liaison and pastoral support.
- Model and demonstrate effective practice and interactions with stakeholders to colleagues, including the school's FLOs.
- Work collaboratively with the DSL to write, implement and review an annual safeguarding development plan and relevant policies.
- Maintain the upkeep of safeguarding notice boards and displays around the school and on the website.
- Plan and deliver whole staff key safeguarding training and updates throughout the year, as necessary.
- Act as line manager for the school's Family Liaison Officers and effectively promote their offer to families and external stakeholders.
- Take an active, lead role in supporting Friends of Springwood.

### **Working with Pupils and Families**

- Oversee the process of supporting new pupils' admission to school, including ensuring relevant paperwork is completed by families.
- Support pupil transition into school, by working flexibly with other schools and agencies to promote a smooth transition, including the effective transfer of appropriate pupil data/information.
- Follow up all correspondence from parents/carers to ensure enquiries are dealt with efficiently and promptly.
- Contribute to the identification of barriers to learning for individual pupils and meet with parents/carers, as necessary, to overcome barriers and offer support.
- Provide support and advice to families and help develop parenting skills by signposting to appropriate agencies and training.
- Act as a point of contact with parents/carers in relation to pastoral care and liaise with teaching staff and senior leaders.
- Use a range of data, information and reports, which relate to pupil welfare and attendance, to identify families where additional support is needed to improve attendance and remove barriers to learning
- Work closely with families, the SLT, and the Local Authority Attendance Officer to improve the attendance of vulnerable pupils.
- Develop, support and sustain effective communication systems with parents/carers
- Contribute to the development and preparation of informative communication (e.g. website, leaflets, newsletter and information), to families, as appropriate.
- Take a lead role in developing and implementing practices, which reflect the school's commitment to positive behaviour support and emotional well-being.
- Monitor patterns in attendance and punctuality and taking necessary action, including conducting home visits when necessary, and liaise with appropriate external agencies.

- Take a lead role in organising and overseeing the school's HAF club during school holidays.

### **Behaviour and Personal Development**

- Manage potentially difficult situations and conflict with sensitivity
- Participate and engage with workplace learning and development opportunities;
- Attend and participate in relevant meetings;
- Demonstrate high standards of personal integrity, loyalty, discretion and professionalism in discharging role and leading others;
- Act as an excellent ambassador for the school, promoting positive partnerships with a range of stakeholders.
- Lead collaboratively in order to build trust and co-operation for improvement.
- Foster a shared drive to improve and sustain outcomes for pupils.
- Uphold and promote the values and the ethos of the school and wider Trust.
- Implement and uphold the policies, procedures and codes of practice of the school and Trust.
- Engage in the annual appraisal process and undertake a review of responsibilities and alter them in accordance with the changing needs of the school.

### **General Duties**

- Work in partnership with the Senior Leadership Team to undertake any operational responsibilities necessary, to contribute to the smooth running of the school.
- Undertake related clerical and administration tasks as required.
- Writing clear reports and minutes in order to share and report information as and when needed.
- Attend meetings as required.
- Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks.
- Undertake any other additional duties commensurate with the grade of the post.

### **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 responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the post-holder at the appropriate time.

## Senior Safeguarding Lead Person Specification

| <b>CRITERIA</b><br>A = Application, I = Interview, R = Reference |   | <b>E<br/>s<br/>s<br/>e<br/>n<br/>t<br/>i<br/>a<br/>l</b> | <b>D<br/>e<br/>s<br/>i<br/>r<br/>a<br/>b<br/>l<br/>e</b> | <b>App,<br/>Int, Ref</b> |
|--|---|--|--|--------------------------|
| <b>Qualifications, training and experience</b>                   |   |  |  |                          |
| 1  | NVQ 5 or equivalent qualification or willingness to work towards  | ✓  |  | A                        |
| 2  | Evidence of further professional development, relevant to the post  | ✓  |  | A                        |
| 3  | Level 3 DSL training or willingness to work towards   |  | ✓  | A                        |
| 4  | Experience of working as part of a Safeguarding team or a willingness to train for the role   | ✓  |  | A, I                     |
| 5  | Experience of supporting children with Special Educational Needs  |  | ✓  | A                        |
| 6  | Experience of working and communicating effectively with a range of relevant agencies   | ✓  |  | A, I                     |
| 7  | Experience and evidence of working in a team collaboratively to share ideas and achieve objectives  | ✓  |  | A, I                     |
| 8  | Experience of handling large amounts of sensitive data and upholding the principles of confidentiality (GDPR)   | ✓  |  | A, I                     |
| <b>Knowledge and skills</b>                                      |   |  |  |                          |
| 9  | Demonstrable evidence of developing and implementing strategies to help children and their families   | ✓  |  | A, I, R                  |
| 10   | Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns    | ✓  |  | A, I, R                  |
| 11   | Effective communication and interpersonal skills  | ✓  |  | A, I, R                  |
| 12   | Competence in using relevant IT systems for record-keeping and communication.   | ✓  |  | A, I, R                  |
| 13   | Ability to build effective working relationships with staff and other stakeholders  | ✓  |  | A, I, R                  |
| 14   | Ability to lead a team and manage others' workloads   | ✓  |  | A, I, R                  |
| 15   | Ability to use active listening skills to support children and their families through understanding their point of view in a non-judgemental approach | ✓  |  | A, I, R                  |
| 16   | Excellent organisational and time management skills   | ✓  |  | A, I, R                  |
| 17   | Ability to write clear reports including analysis of data.  | ✓  |  | A, I                     |

| <b>Personal values and abilities</b> |   |   |  |         |
|--------------------------------------|---|---|--|---------|
| 18                                   | Commitment to ensuring the safety and welfare of children   | ✓ |  | A, I, R |
| 19                                   | A good team player and the ability to work effectively, as part of a growing organisation   | ✓ |  | A, I, R |
| 20                                   | Resilience to support pupils with complex needs, taking a non- judgmental approach, understanding that all behaviour is a form of communication | ✓ |  | A, I    |
| 21                                   | Commitment to own continuous personal and professional development  | ✓ |  | A       |
| 22                                   | Proactive, resilient and able to work autonomously to meet deadlines  | ✓ |  | A, I, R |
| 23                                   | Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role                           | ✓ |  | A, I, R |
| 24                                   | Commitment to promoting inclusivity, diversity, and respect within the school community.  | ✓ |  | A, I    |

| <b>Completed by</b>      | <b>Date</b> | <b>Approved by</b> | <b>Date</b> |
|--------------------------|-------------|--------------------|-------------|
| Jeanette Woodward-Styles | April 2026  |                    | April 2026  |

Springwood Primary School  
Barton Road  
Swinton  
Manchester  
M27 5LP  
☎ 0161 778 0022 Opt. 1

**Website: [Springwood  
Primary School](#)**  
**Facebook: [Springwood  
Primary School  
Facebook](#)**  
**X: [Springwood X account  
- @SpringwoodSch](#)**

***Written March 2026***