

# **Holy Family R.C. Primary School,** **A Voluntary Academy**

**Lime Green Road, Limehurst Village, Oldham, OL8 3NG**

Telephone: 0161 770 2400

[www.holyfamily.oldham.sch.uk](http://www.holyfamily.oldham.sch.uk)

**Headteacher: Mrs. A. Tunnicliffe**



## **Job Title: Safeguarding and Pastoral Lead**

**Location:** Holy Family RC Primary School, Lime Green Road, Oldham, OL8 3PE

**Pay Scale:** Grade 6 scale point 23-27

**Salary:** £33,366 - £37,035 Pro rata for weeks worked

**Contract Type:** Full-Time, Permanent

**Hours:** 36.66 per week, term time plus 10 days

### **We live, learn and love in His way.**

Governors are seeking to appoint a dedicated, empathetic, and reflective individual with excellent listening skills, who will be an advocate for our families. We are looking for a Safeguarding and Pastoral Lead to join our team and help us continue to support the well-being and development of our children.

At Holy Family, we are committed to providing a safe, nurturing, and inclusive environment where every child can thrive. Guided by our mission statement, "We live, learn, and love in His way," we seek to uphold catholic values in all aspects of school life. Our school serves a diverse community, and we are passionate about making a positive impact on the lives of all our children and their families.

### **The successful candidate will:**

- Be organised, flexible, adaptable, and possess strong teamwork abilities.
- Ensure robust safeguarding by adhering to the Trust's Child Protection Policy, handling disclosures, supporting families, monitoring concerns, securely storing information, delivering staff training, and attending relevant meetings.
- Manage the school's attendance and punctuality policies, challenging poor attendance, supporting families, and ensuring all children receive their right to an education.
- Ensure a smooth and welcoming admissions process by greeting new families, coordinating with previous schools, gathering essential information, maintaining records, and supporting transitions.
- Lead and support Early Help Assessments by initiating and chairing meetings, attending multi-agency sessions, and working closely with the Early Help Team to ensure families receive the best possible support and advice.
- Support parents and vulnerable families with advice, referrals, and resources, improve home-school communication, monitor children's well-being, and maintain regular contact to ensure positive family involvement.
- Develop strong relationships through effective communication, collaboration, and accountability with parents, staff, and partners, while promoting a supportive culture aligned with the school's Catholic ethos.

### **What the school will offer:**

- Being part of a wider family of schools within the Emmaus Catholic Academy Trust.
- Supportive and dedicated Senior Leadership Team, staff and governors



- Welcoming, happy and respectful children who are eager to learn and be the best version of themselves.
- A warm, caring, and nurturing environment
- A team, which is committed to providing the best opportunities for all our children and families putting family at the heart of everything that we do
- Exceptional training and high-quality networking opportunities
- Support for staff well-being and supervision for this role
- A safe space where everyone is valued and respected

**The school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.**

**This position is subject to an enhanced disclosure check and pre-employment check in line with safer recruitment guidelines.**

**Applications should be completed on the application form attached and emailed to [leanne.ordano@holyfamily.oldham.sch.uk](mailto:leanne.ordano@holyfamily.oldham.sch.uk)**

- **Closing Date for Applications: 5:00pm on Monday 2<sup>nd</sup> June 2025**
- **Shortlisting: Wednesday 4<sup>th</sup> June 2025**
- **Interviews: 11<sup>th</sup>, 12<sup>th</sup> & 13<sup>th</sup> June 2025**
- **Visits to school are warmly welcomed on the week commencing 19<sup>th</sup> May. Unfortunately due to term dates this will be the only time available before the closing date. Please call or email school in advance to arrange a visit on 0161 770 2400**