



# 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**

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](#)

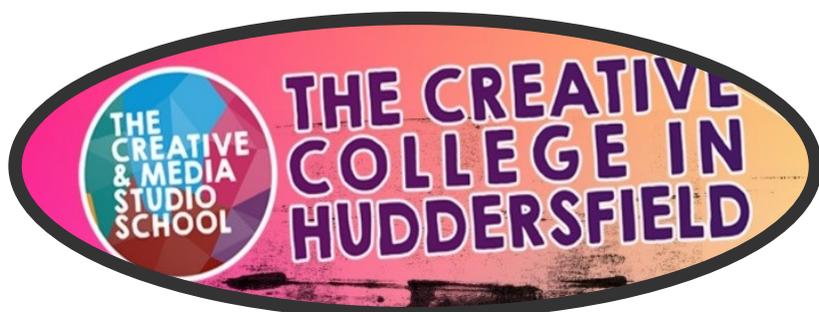
**Netherhall  
High School**

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

Dear Applicant,

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.

K McGrath

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: Attendance and Pupil Support 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

## Job purpose

- At Netherhall Learning Campus we are passionate about making life better for children, young people, and the families that we serve.
- Improving school attendance is key strand to improving educational attainment and inclusion and is one of our key priority. The Attendance Team will play a pivotal role in making this happen
- The Attendance team works in partnership with families, schools, and other agencies to support NLC in attaining and maintaining optimum levels of attendance.
- The prime focus of the team is to work with children, young people and families to improve school attendance and access to educational provision and training through support for NLC, children and families.
- The Attendance Team works closely with a range of other agencies and services to ensure that vulnerable and at-risk children and young people access educational provision

## Role Description

- Fulfil statutory responsibilities within the core service functions of School Safeguarding, Alternative Provisions, Independent Schools, Out of School Settings, Legal Intervention, Child Employment & Licencing.
- Have a good working knowledge of s444 Education Act 1996, Education regulations 2007, Child Employment Act 1973, Children Young Person's Acts 1933/1963, the Children (Performances and Activities) Regulations 2014.
- Support the Attendance Team in developing attendance strategies and procedure that meet statutory and NLC responsibilities.
- Represent NLC, supported by the Local Authority at court hearings and act as a witness when required.
- Support the Attendance Team to discharge duties in relation to education penalty notices, school attendance prosecutions and the associated legislation.
- Support the Attendance Team to discharge duties in relation to education orders (parenting orders, school attendance orders and education supervision orders).
- Represent the NLC in the role of Responsible Officer.
- Represent the NLC in the role of 'Befriender' for children with an Education Supervision Order (ESO).
- Attend multi-agency panels, providing insight, information and making decisions relating to vulnerable children.

- Responsible for information flow by sharing information with relevant professionals.
- Support the School Safeguarding Officer to undertake school safeguarding reviews.

### **Key areas of responsibility**

- You will be working with the Attendance team to support them in improving attendance and helping to maintain optimum levels of pupil attendance. This may include providing support in policy development, help in establishing systems and monitoring effectiveness.
- Working in partnership with families and other agencies you will help ensure that children and young people are able to access NLC's educational provision and achieve their potential.
- You will support young people who may have become disaffected with education for a variety of reasons. You will also support families experiencing difficulties which are affecting their child's access to education.
- You will be expected to assess complex issues, plan interventions, and work collaboratively to achieve positive outcomes. You will be able to evaluate the effectiveness of your interventions.
- You will work closely with families and other agencies to provide a co-ordinated and planned approach which achieves optimum outcomes.
- You will use statutory powers, including issuing penalty notices, prosecution for non-attendance at school, and supervise court orders.
- Some children may become 'missing' from education, i.e., not on any school role or accessing other educational provision. You may be required to support and advocate for the child and family to ensure appropriate access to provision and assess the family's wider needs where support from other agencies may be required.
- You may also be involved in other initiatives including truancy sweeps, home visits, group work projects and supporting schools in ensuring that the safeguarding of pupils is paramount.

This section shows what you need to achieve to do the job well.

- Manage and prioritise an agreed caseload.
- Maintain case records, write reports, and manage confidential data relevant to NLC.
- Ensure the quality standards are upheld consistently.
- Establish, maintain, and develop effective working relationships with families and young people to offer assistance and support. This will include frequent home visiting and some work outside of normal office hours.
- Establish, maintain, and develop effective working relationships with key school personnel and other relevant agencies. This will include attending multi-agency meetings.

- Promote good practice within NLC in relation to the management of attendance
- Undertake statutory reviewing of school registers.
- Positively contribute to all meetings.
- Contribute to NLC policy development and ensure new practices are embedded.
- Supervision of day to day work of an Attendance Officer.
- Identify and carry out assessments of children and young people using the Common Assessment Framework (CAF) and support/deliver plans as identified by the assessment, which may include acting as Lead Professional. You will support their implementation in schools and localities.
- Undertake assessments and deliver support plans in accordance with Section 17 of the Children Act 1989 where the risk of children and young people failing to access education is identified as a key issue.
- Provide advice and guidance to NLC and co-operate with other agencies in safeguarding procedures for children and young people.
- Attend and contribute to child protection meetings, including case conferences and core groups, preparing reports where required.
- Ensure that consideration is given to the views of and key stakeholders in planning and delivery.
- Provide leadership within multi-agency meetings where appropriate, to promote desired outcomes.
- Initiate systems within schools in collaboration with key personnel to promote effective partnership.
- Maintain your own personal development in accordance with NLC Development plans and in accordance with the needs of the Campus.
- Support colleagues and share information through effective team meetings and networks.
- Contribute to staff development as directed by the Line Manager.
- Contribute to the Team Improvement Plan.
- Interpret and analyse attendance data.

## Employee Specification

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
A thorough understanding of statutory processes for child protection and safeguarding and an ability to identify and manage risk.	Essential
Knowledge of the 'Every Child Matters' agenda.	Essential
Understanding and ability to implement the Single Assessment (formerly CAF and EHA), including the role of the Lead Professional.	Essential
Understanding and ability to implement the Children in Need policies and procedures (Children Act 1989).	Essential
Understanding of the developmental and educational needs of children and young people.	Essential
Ability to use and demonstrate effective interventions which support pupils student attendance	Essential
Knowledge and understanding of relevant legislation, including the Education Act 1996, the Children's' Act 1989 and 2004, the Crime & Disorder Act 2003 and employment legislation relating to children and young people.	Essential
Good standard of literacy and numeracy.	Essential
Educated to degree level or Level 4, or able to demonstrate working to that level.	Desirable
Ability to provide guidance regarding children who are not accessing educational provision.	Essential
Evidence of further training related to children and young people.	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a Campus vehicle or your own car.	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

## **Behaviours and expectations**

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Campus expectations.

## **General information**

As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. DBS check at the appropriate level

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

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