



APPLICATION PACK

Deputy Designated Safeguarding Lead
(DDSL) and Senior Mental Health Lead
AT WESTFIELD ACADEMY



Westfield Academy

Seeing the qualities in every child

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Company Number 07664348

www.westfieldacademy.co.uk

Westfield Academy continues to make a significant impact on the education and personal development in our community.

We have been rated 'Good' by OFSTED (2023, 2018, 2014).

Our site has seen substantial investment, including new sports facilities and Creative Arts spaces.

We invest in our staff through dedicated wellbeing support and extensive professional development opportunities.

All students have access to their own Chromebook, improving teaching, learning and feedback.

Our full time, non-teaching Heads/Deputy Heads of Key Stage are a key element to our strong pastoral care, to calm, focussed learning.

We are also the top choice for supply teachers locally, ensuring that staff cover is genuinely "rare cover".

Please return your application form, including the names and addresses of two referees, to Rhiannon Briggs, HR & Student Data Officer, (rhiannon.briggs@westfieldacademy.co.uk) by **09:00am on Tuesday 14th July 2026**. **Shortlisted candidates will be contacted by 5:00pm on Tuesday 14th July 2026**.

Keeping Children Safe in Education states that as part of the shortlisting process, schools and colleges will carry out online searches as part of their due diligence for all shortlisted candidates.

Detailed references will be requested for all shortlisted candidates prior to interview.

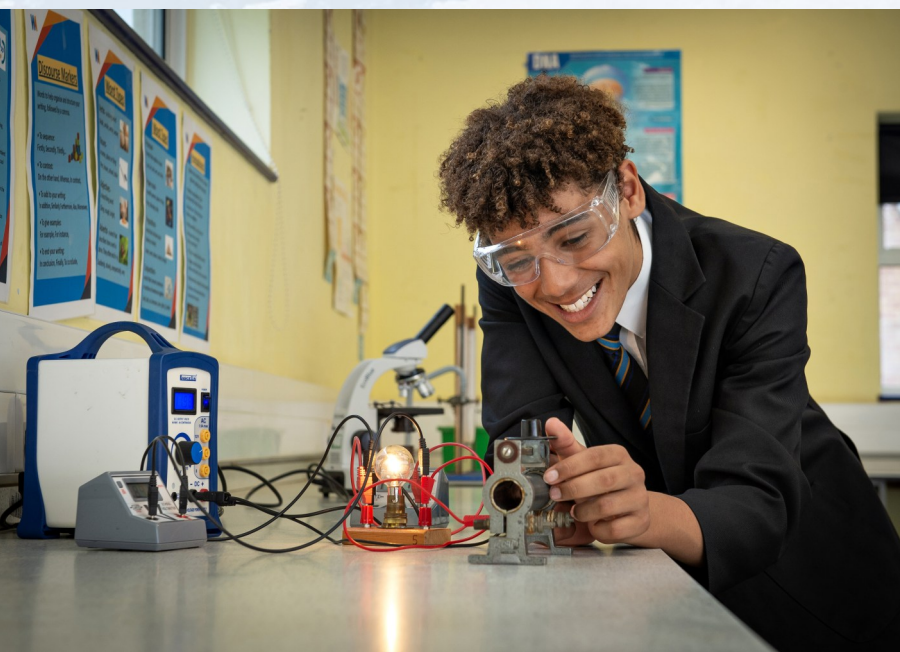
Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

I look forward to hearing from you.

With best wishes



Simon Dallimore
Headteacher



Our Values and Ethos

Our motto is “Seeing the qualities in every child”, with our aim being to ensure all of our students become successful lifelong learners, confident individuals and responsible citizens. Our teachers and support staff work hard and are fully committed to challenging and supporting the students in their care.

STRIVE—What are the values?

At the heart of our school community are a set of core values. These underpin our whole school curriculum and ethos. Our school values are:

- **Scholarship**—work hard and apply effective study habits
- **Teamwork**—be able to work positively and effectively with others, combining your efforts when working towards a shared goal
- **Be Resilient**— have self awareness, work with purpose and be willing to adapt to change
- Have **Integrity**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Be Versatile**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Have Empathy**—be aware of the feelings of others, contribute to your community and support your peers.

Students are encouraged to make the most of a wide range of extracurricular opportunities, including The Duke of Edinburgh Award Scheme. We run fixtures in all major sports and have a wide range of clubs and leisure sports activities. Students benefit from working with specialist coaches and enjoy good access to community clubs on and beyond the school site. For elite performers, there are a variety of further opportunities including sports psychology, training and nutrition.

Performing Arts are a real strength of Westfield. Students take advantage of a wide range of specialist Music tuition together with our choir, orchestra, string group and contemporary music groups. Students have the opportunity to perform in three concerts each year. Drama and Dance opportunities include an annual school play and two shows a year, all hosted in our theatre.

Westfield Academy is committed to using new technologies to support both teaching and learning. From 2019 all students at both Key Stage 3 and Key Stage 4, have their own Google Chromebook. These chromebooks are used to support learning across the curriculum. All teaching staff have their own chromebook.

Learning beyond the school site includes theatre visits, Geography field trips, ski trips and visits to Spain and France.

Regular rewards assemblies and annual awards evenings are where we recognise and celebrate the very wide range of student achievements. Students are also encouraged to take on roles of responsibility such as Prefects, House Captains and Form Captains, and to help further improve their own school through our School Council. All students are members of a tutor group and one of four houses, (Aqua, Ignis, Terra, Ventus). Houses form the basis of inter-house sporting activities and fundraising events. Students are encouraged to understand, respect and celebrate diversity, not least through our annual ‘Diversity Week’ programme.



JOB DESCRIPTION

Deputy Designated Safeguarding Lead (DDSL) and Senior Mental Health Lead

Main Purpose of Job

- Act as Deputy Safeguarding Lead for Westfield Academy and, in liaison with the Headteacher, to Lead Safeguarding in the Absence of the DSL
- To develop and oversee the whole-school approach to mental health and wellbeing, including support for students, staff and the wider community. To identify the needs of all stakeholders and support the implementation of evidence-based strategies to address these needs. To support the Designated Safeguarding Lead to upskill staff so that they are able to support student's mental health and wellbeing. To understand and build links with local mental health services and other external agencies. To champion the school's commitment to delivering excellent outcomes in whole-school mental health and wellbeing.

Main Responsibilities & Duties

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies
- Has the status and authority within the school to commit resources and support and direct other staff, within the remit of this post
- Acts as a source of support and expertise to the school community.
- Promotes a culture of listening to children and taking account of their wishes and feelings.
- Is alert to the specific needs of children in need, those with special educational needs and young carers.
- Has a working knowledge of Somerset Safeguarding children Partnership (SSCP) procedures.
- Develops effective links with relevant statutory and voluntary agencies including the SSCP.
- Has an understanding of locally agreed processes for providing early help and intervention.
- Attends and/or contributes to child protection conferences.
- Ensures that when a student leaves the provision, their child protection file is passed to the new school (separately from the main student file and ensures secure transit) and confirmation of receipt is obtained. The student's social worker is also informed.
- Keeps a record of staff attendance at safeguarding training.
- Attends essential DSL training in line with statutory requirements and other safeguarding and child protection training as appropriate

Under the direction and guidance of the DSL, or in the DSL's absence

- Keeps detailed records of all concerns via 'My Concerns' safeguarding software
- Refers cases of suspected abuse to Children's social care or police as appropriate.
- Notifies children's social care if a child with a child protection plan is absent for more than two days without explanation.
- Supports the DSL with coordinating the school's contribution to child protection plans.
- Ensures, in conjunction with the DSL, that all staff have read and understood the child protection policy, and other child protection documents. Ensures staff undertake statutory child protection training.
- Supports the DSL in ensuring that the child protection policy and procedures are regularly reviewed and updated annually, working with governors and proprietors regarding this.
- Liaises with the nominated Governor and Headteacher as appropriate.
- Makes the child protection policy available publicly, on the school's website or by other means.
- Ensures parents are aware of the role in safeguarding and that referrals about suspected abuse and neglect may be made.
- The Deputy Safeguarding Lead is appropriately trained and, in the absence of the designated person, carries out those functions necessary to ensure the on-going safety and protection of students. In the event of the long-term absence of the designated person, the deputy will assume all functions above.
- Make staff aware of SSCP training courses and the latest policies on safeguarding.

JOB DESCRIPTION (*continued*)

Senior Mental Health Lead

Whole-school approach

- Create, implement and sustain a whole-school approach to mental health and wellbeing, including:
- Tailoring it to the school's needs, including students, staff and parents
- Monitoring and evaluating the impact of the whole-school approach to continually improve it including asking for staff, student and parent feedback
- Build working links with appropriate local mental health services and external agencies to co-ordinate mental health provision across the school
- Support the development of a school-wide mental health and wellbeing policy that details the whole-school approach as well as guidelines and processes for staff to follow
- Create and maintain a comprehensive range of evidence-based resources to help students, staff and parents manage their own mental health

Supporting students

- Use and be able to adapt relevant tools to assess students' mental health and wellbeing needs
- Develop, lead and oversee the delivery of interventions to address student mental health and wellbeing needs, including 1-to-1, group and whole-class support in conjunction with the Designated Safeguarding Lead
- Establish a clear process and act as the gatekeeper for referring students to the most appropriate mental health service.
- Develop effective plans to empower and involve students in contributing to the whole-school approach to mental health and wellbeing.

Working with and supporting staff

- Contribute to identify, plan, deliver and assess all training and development needs of staff with regard to supporting student mental health and wellbeing across the school, including providing INSET training.
- Develop training and resources to make sure staff understand the school's interventions, and know how to spot early signs of poor mental health or wellbeing in students.
- Make sure all staff are aware of the school's processes with regard to mental health and wellbeing, including the referral pathway for reporting and responding to mental health concerns.
- Work collaboratively with other members of staff, including the DSL, Special Educational Needs Coordinator, Parent and Family Support Advisor and Pastoral Team to discuss students who need mental health and wellbeing support
- Provide support for staff who are in contact with students with mental health needs to implement appropriate strategies.
- Confidentially signpost staff to appropriate mental health support. Champion staff mental health and wellbeing.

Working with and supporting parents/carers

- Liaise with parents/carers to discuss strategies that can help promote positive mental health for their child/ren for example training session, handouts etc.
- Provide guidance to parents/carers on navigating and accessing relevant local mental health services
- Promote mental health and wellbeing resources, strategies etc. via the termly parents update.

Monitoring, evaluating and administrating

- Monitor and evaluate the impact of interventions provided to individuals or groups of students or staff, to understand what is working and adapt the approach as needed, focusing on outcomes
- Gate-keep and monitor the implementation of mental health and wellbeing processes, including the referral process and adapt them as needed

JOB DESCRIPTION *(continued)*

- Make sure that record keeping is competent and clear at all times.
- Identify and apply for interventions, funding etc. to support the whole school approach to mental health and wellbeing.
- In conjunction with the DSL liaise with the governing board as required, such as by preparing reports on strategies, processes and interventions.

Essential training and ongoing development

- To attend essential Senior Mental Health Lead training and CPD
- Access and use tools, strategies and resources including external supervision to support own mental health and resilience
- Have up-to-date knowledge of the relevant local mental health services, including an understanding of the local triage and referral process for mental health support.
- Reflect on personal development needs, and the needs of the school, and attend relevant training in order to be effective in the role
- Attend conferences and/or workshops to acquire new knowledge and maintain understanding of best practice in school mental health and wellbeing.

Working with local services and external agencies

- Work in partnership with local service providers and mental health professionals to make sure the needs of students and relevant adults are known, understood and used to shape the local support offer.
- Identify and access the most appropriate statutory or independent mental health service provision available in the local area.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. You may be required to undertake other tasks and duties appropriate to the level of the role, and as directed by the Headteacher, SENCO or other senior member of staff.

Facts and Figures

A school of approximately 1020 students in years 7 to 11 and 130 staff

SUPPORTING PROCESSES

Problem Solving and Creativity

Ability to work with competing deadlines and changing demands.

Ability to think and deliver services in a creative and non-stigmatising way.

Ability to understand and interpret legislation to meet service requirements.

Ability to work with other services and professionals to deliver coherent and effective services to children and their families.

Ability to work independently taking responsibility for decisions within agreed good practice boundaries (including information sharing).

Analyse information to enable proactive advice and guidance to be given to the focused group before issues arise. Ensure a confidential discussion is arranged and that information is provided from all known sources without breaking any confidences or data protection regulations.

Establish own case work within the school in situations both where other agencies involved or yet to be involved.

Ensure that information is shared appropriately.

Decision Making

Ensure all systems to capture information are appropriate and operate effectively and efficiently and where necessary reduce the amount of bureaucracy involved, whilst maintaining a compatibility with the information requirement.

Where necessary identify the appropriate agency and provide the contact either directly or on the family's behalf to ensure this contact takes place.

Anticipate any difficulties that may delay implementation and make recommendations on agreeable solutions to those situations in order to ensure achievement of original plan.

Physical Effort and Working Conditions

Works in an Office environment with continuous use of IT and subject to DSE regulations.

The postholder may be required to transport service users.

The postholder may undertake home visits or offer appointments where they may be exposed to unpredictable behaviour and unpleasant environments. There is a risk of acquired infection, verbal or physical abuse. (NB visits are risk assessed.)

The postholder may work alone outside office hours and therefore must adhere to school health and safety working procedures, i.e. lone working.

JOB DESCRIPTION *(continued)*

Contacts and Relationships

The postholder will need to meet and communicate both verbally and in writing with a number of service users and voluntary and statutory services.

The postholder will need to be able to explain complex and detailed ideas or information to service users who may have limited literacy skills and for whom English may be an additional language.

Frequent contact with statutory services, voluntary agencies and service users as part of undertaking or contributing to assessments.

Frequent contact with statutory services, voluntary agencies and service users as part of undertaking and contributing to devising and implementing action plans, including attending meetings as required.

The postholder will need to build relationships and work with a variety of professionals to ensure that their service delivery is part of co-ordinated and cohesive services to children, young people and their families.

NOTES:

1. Post is for 37 hours per week, all year round. Annual leave must be taken during the school holidays. Occasionally work may be required outside of normal working hours during weekdays.
2. The appointment is subject to the general conditions of service for Westfield Academy Staff and to a satisfactory enhanced DBS check, other safeguarding staff recruitment checks and medical checks.
3. Professional development is an integral part of the post. The post will be subject to an annual process of Performance Review.

This job description is current as of June 2026. It is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The postholder will be entitled to 29 days holiday, which must be taken during the school holidays. However it is recognised the post will involve the need for evening work and extended working hours during term time, and it is anticipated these additional hours will be taken in lieu during holiday periods.

Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.



PERSON SPECIFICATION

Qualifications & Training

Essential

- GCSE/Level 2 qualifications in English and Maths (Grades A-C or 4+) or equivalent functional skills
- Safeguarding / child protection training
- A commitment to further professional development

Desirable

- Trained to level 2 Advanced Child protection Multi- Agency by Somerset Council or equivalent
- Have completed or be willing to complete the DfE training for school Senior Mental Health Leads
- ELSA trained - or willingness to undertake training

Experience

Essential

- Experience of working with children or young people
- Experience of safeguarding and child protection procedures.
- Experience of working with external agencies.
- Experience of maintaining confidential records.

Desirable

- Experience of working in a school environment
- Experience of preparation and completion /submission of outside agency referrals including Early Help Assessment etc.

Personal Qualities

Essential

- Emotional maturity and resilience and emotionally robust
- A general passion for student wellbeing
- Positive, forward looking and enthusiastic about making a difference
- Compassionate and approachable
- Professional integrity and maintain confidentiality at all times
- High level of discretion
- Commitment to safeguarding student's wellbeing, equality diversity and inclusion
- Uphold and promote the ethos and values of the school
- Self motivating and the ability to work collaboratively within a team

PERSON SPECIFICATION *(continued)*

Skills

Essential

- Excellent communication and interpersonal skills.
- Strong organisational skills and time management .
- Ability to manage sensitive and confidential information.
- Ability to work under pressure and manage conflicting demands..
- Strong record-keeping and administrative skills.
- Effective decision-making and professional judgement.

Knowledge

Essential

- Excellent understanding of safeguarding legislation and guidance, including:
- Keeping Children Safe in Education
- Working Together to Safeguard Children
- Prevent Duty
- Child protection procedures
- Knowledge of contextual safeguarding.
- Understanding of trauma-informed practice.
- Knowledge of online safety issues.

Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.

INFORMATION FOR APPLICANTS

Thank you for expressing an interest in this post at Westfield Academy.

Please complete the attached application form in full. Please note that CVs are not accepted as part of the application process.

We are committed to protecting the safety of all students within our care and our selection process is designed to minimise any risk. Part of the selection process will be to explore a candidate's motivation for working with students.

Detailed references will be taken up of all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

All shortlisted candidates will be required to bring evidence of identity and proof of qualifications to interview.

The selection process may involve a number of different aspects including tests and observations where appropriate, as well as a panel interview. There will be an opportunity for you to tour the school, meet other staff and ask questions relating to the post.

The closing date for submission of applications is **09:00am Tuesday 14th July 2026**, with interviews taking place before we break up for the Summer. Date TBC.

Please mark your application for the attention of Mrs Rhiannon Briggs HR & Student Data Officer, and return it via email to rhiannon.briggs@westfieldacademy.co.uk

We look forward to receiving your application.



Terms and Conditions of Employment

Westfield Academy Trust's normal terms of conditions of employment apply to the post of Head of Year. Final detailed terms and conditions are subject to agreement between the Trust and the successful candidate and will be reflected in the formal employment contract.

Employer Westfield Academy Trust

Position Deputy Designated Safeguarding Lead (DDSL) and Senior Mental Health Lead
Westfield Academy, Westfield Road, Yeovil, Somerset, BA21 3DB
This position is full time and permanent.

Reporting to Designated Safeguarding Lead (DSL)

Location Westfield Academy and any other place operated by the Academy.

Start Date 1 September 2026

Salary Grade 11 (£32, 597—£36,363)

Holidays Holiday must be taking during school holidays.

Safeguarding Westfield Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for the successful applicant.

Pension Scheme This post is eligible to be a member of the Local Government Pension Scheme.

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