

# **Non-Teaching Head of Year with DSL Responsibilities Queen Mary's High School**

**Required from 5<sup>th</sup> January 2026**

**Permanent**

**37 hours per week (TTO+2)**

**NJC Pay Scale, Grade 6 (SCP 15-23)**

## **APPLICATION PACK**

Queen Mary's High School  
Upper Forster Street  
Walsall  
West Midlands  
WS4 2AE

**Telephone:** 01922 721013  
**Website:** [www.qmhs.org.uk](http://www.qmhs.org.uk)  
**Email:** [qmarys@qmhs.merciantrust.org.uk](mailto:qmarys@qmhs.merciantrust.org.uk)  
**Headteacher:** Mrs N Daniel  
**Chair of Governors:** Mr T Normanton

---

# WELCOME TO QUEEN MARY'S HIGH SCHOOL

---

October 2025

Dear applicant,

**RE: Non-Teaching Head of Year with Designated Safeguarding Lead Responsibilities**

I would like to thank you for taking the time to find out more about this important role at Queen Mary's High School.

We are a school community passionate about learning and in cultivating an exceptional educational environment in which our young people are enabled to be the very best version of themselves. Our school community is one in which our students are expertly equipped with not only knowledge and understanding but the skills, the attributes and expertise to achieve their ambitions, to fully realise their potential and to enjoy learning. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement, and to provide excellent pastoral care that supports, nurtures and empowers our students in achieving this excellence.

We are seeking to appoint a Non-Teaching Head of Year who will also act as a Deputy Designated Safeguarding Lead (DDSL) within our wider pastoral team. The successful applicant will oversee one year group in our Key Stage 4 cohort through their Year 10 and 11 studies as their Head of Year, and act as a DDSL for the whole school.

The successful applicant will become part of a collaborative and supportive staff body, who share a vision to realise and achieve ambitious outcomes for every individual in our school. You will be joining a highly committed, experienced and expert pastoral team. We are not a school where one size fits all, we are a school in which diversity thrives, is encouraged and is celebrated. We are much more than the sum of our parts, growing exceptional talent in both our young people and in our staff.

If you are, like us passionate about having a positive impact on young people's lives, and excited by this opportunity to support exceptional young people, we warmly welcome your application.

If you would like to find out more about us and see how wonderful a place to work this is, please contact the school to arrange a visit. I very much look forward to hearing from you.

Nicola Daniel  
Headteacher

---

## ABOUT US

---

Queen Mary's High School is built upon a well-established history of success, shaping exceptional young people for young adulthood. We are an academically selective, 11-18 girls' grammar school, co-educational in our sixth form provision. We have approximately 950 students on roll.

Since the school's successful bid for funding from the Selective Schools Expansion Fund (SSEF), it has been able to increase its PAN and to engage in outreach to the local community with the aim of increasing the number of local disadvantaged children being admitted to the school. This, together with the inclusion of a lower qualifying score for disadvantaged local children, has resulted in the average percentage of disadvantaged students admitted to the school in Years 7-9 being 29% with the aim of this rising to over 30% for the whole school over time.

Located in the heart of Walsall, Queen Mary's High School has been educating young women since it was founded in 1893. We are a busy, friendly and energetic school with a distinctive family-oriented ethos, a positive culture and an ambition for success. We draw our students from a wide area including Walsall, Birmingham, Wolverhampton, Sandwell and Staffordshire.

Our aim is to enable each student to achieve excellence in all aspects of their life. In order to achieve this, we seek to:

- Provide opportunities for each student to achieve the highest possible standards
  - Inspire a love of learning for its own sake
  - Foster self-esteem and sensitivity to the needs of others
  - Develop an appreciation of our cultural heritage
  - Equip each student to take a responsible place in society
- 

---

## THE TRUST

---

The Mercian Trust's name is both rooted in history and indicative of a geographical identity and ambition.

It was in Mercia that St Chad established an association of small monasteries which fostered unity through bonds of kinship. The Trust intends, a thousand years later, to adopt the same spirit of kinship in our approach to a Multi-Academy Trust. The Trust recognises the unique history and achievements of constituent schools and academies that are part of the Mercian family.

The Mercian Trust is a unique multi academy trust based in Walsall and Sandwell with selective grammar schools, 11- 16 and 11-18 comprehensive schools, a Studio School and The Ladder school, an Alternative Provision Free School.

Together our mantra is 'Life to the full in pursuit of what is good, right and true'.

We define this as equipping students to:

- Fulfil their potential
- Thrive in the world of work (when they leave our schools and sixth forms)
- Make a positive contribution to their families and the local, national and international community.

The Mercian Trust is comprised of:

- Aldridge School
  - New Leaf School
  - Oakwood School
  - Queen Mary's Grammar School
  - **Queen Mary's High School**
  - Q3 Academy Great Barr
  - Q3 Academy Langley
  - Q3 Academy Tipton
  - Rushall Primary School
  - Shire Oak Academy
  - The Ladder School
  - Walsall Studio School
- 

---

# THE ROLE: NON-TEACHING HEAD OF YEAR WITH DESIGNATED SAFEGUARDING LEAD RESPONSIBILITIES

---

## **Job Purpose**

- To lead the pastoral care, personal development, and academic monitoring of a designated year group, ensuring that every student is supported to thrive.
- To support the Designated Safeguarding Lead in ensuring the school meets its statutory safeguarding responsibilities and provides a safe, supportive environment for all students.

## **Deputy DSL**

- Act as a key point of contact for safeguarding concerns and contribute to the development and implementation of safeguarding policies and practices.
- Support the DSL in managing safeguarding and child protection across the school.
- Act as a point of contact for staff, students, and parents regarding safeguarding concerns.
- Deputise for the DSL in their absence, ensuring continuity of safeguarding provision.
- Receive and respond to safeguarding referrals, ensuring timely and appropriate action.
- Maintain accurate and confidential records of safeguarding concerns and actions taken.
- Liaise with external agencies (e.g. children's social care, police, etc) as required.
- Assist in the development, review, and implementation of safeguarding policies and procedures.
- Ensure compliance with Keeping Children Safe in Education (KCSiE) and other statutory guidance.
- Promote a culture of vigilance and safeguarding awareness throughout the school.
- Keep up to date with safeguarding legislation, guidance, and best practice.
- Provide pastoral support to students at risk or in need of safeguarding intervention.
- Work closely with the wider pastoral teams, SEND department and other staff to ensure holistic care for our students.
- Contribute to early help / family help assessments and multi-agency plans as required.
- To be the designated teacher for Young Carers and Looked After Children.

## **Non-Teaching Head of Year**

### ***Pastoral Leadership***

- Provide outstanding pastoral support to students within the year group.
- Foster a positive, inclusive, and respectful culture aligned with the school's ethos and values.
- Lead year group assemblies and tutor time programmes.
- Promote high standards of behaviour, attendance, punctuality, and uniform.

- Conduct any necessary incident investigations or interviews, keeping appropriate records.

### ***Student Support and Development***

- Generate and monitor whole year groups' CPOMS, Go4Schools, MIS reports, identifying and responding to whole year group issues/trends and feeding back to the Pastoral Team and Form Tutors.
- Actively monitor attendance and punctuality on a fortnightly basis, implementing intervention strategies and sanctions as appropriate.
- Support discussions about individual students' academic progress, where pastoral concerns exist.
- Work with students to manage relationships and overcome barriers to learning.
- Be the key point of contact for parents in that year group and liaise with parents/carers to build strong home-school partnerships.
- Support students at risk of underachievement or disengagement through targeted interventions.

### ***Team Collaboration***

- Lead weekly form tutor briefing.
- Support the tutor team within the year group.
- Provide clear guidance and ensure tutors have the necessary information and resources.
- Contribute to staff development and share best practice.
- Attend pastoral team and wider staff meetings in order to contribute to the school's consultation process.
- To be point of liaison with the school nurse service and co-ordinate the in-school vaccination programme.

### ***General***

- Adhere to the policies of the school and The Mercian Trust, as published and amended from time to time, in particular, policies relating to the safeguarding of children.
- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Provide support for the admissions process, attending events such as Open Evening and Induction Evening to build profile with applicants.
- Contribute to the school's programme of co-curricular activities.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within The Mercian Trust's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

### **Review and Amendment**

This job description should be seen as enabling rather than restrictive and will be subject to regular review. The Headteacher may ask you to undertake any additional responsibilities that may be deemed reasonable.



## PERSON SPECIFICATION

| EDUCATION AND QUALIFICATIONS                                                                                                | ESSENTIAL | DESIRABLE | EVIDENCE                                  |
|-----------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-------------------------------------------|
| GCSEs in English and Maths, equivalent to a Grade C / 4 or above                                                            | ✓         |           | Application/<br>Certificate               |
| Educated to A Level                                                                                                         | ✓         |           | Application/<br>Certificate               |
| Honours Degree or Equivalent                                                                                                |           | ✓         | Application/<br>Certificate               |
| Recently completed Designated Safeguarding Lead training or a willingness to undertake this upon commencement of employment | ✓         |           | Application/<br>Certificate/<br>Interview |

| KNOWLEDGE, SKILLS AND EXPERIENCE                                                                                          | ESSENTIAL | DESIRABLE | EVIDENCE                  |
|---------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------------------------|
| Experience working in an educational or pastoral setting                                                                  |           | ✓         | Application/<br>Interview |
| Strong understanding of safeguarding legislation and procedures                                                           | ✓         |           | Interview                 |
| Knowledge of child development and risk factors affecting young people                                                    | ✓         |           | Interview                 |
| A sound understanding of the features of effective student support                                                        | ✓         |           | Application/<br>Interview |
| Strong interpersonal and communication skills                                                                             | ✓         |           | Application/<br>Interview |
| Ability to work under pressure and to deadlines                                                                           | ✓         |           | Application/<br>Interview |
| Relates well to students, staff and parents                                                                               | ✓         |           | Interview                 |
| Ability to manage one's own time effectively and act on initiative                                                        | ✓         |           | Application/<br>Interview |
| Ability to manage sensitive issues with discretion and professionalism                                                    | ✓         |           | Application/<br>Interview |
| Good organisational skills                                                                                                | ✓         |           | Application               |
| Ability to communicate effectively with external agencies, parents, colleagues and pupils in a manner appropriate to each | ✓         |           | Application/<br>Interview |



|                                                                      |   |   |                           |
|----------------------------------------------------------------------|---|---|---------------------------|
| Familiarity with multi-agency working and safeguarding procedures    |   | ✓ | Application/<br>Interview |
| Knowledge of school data systems and pastoral tracking tools         |   | ✓ | Interview                 |
| Clear sense of responsibility for their own professional development | ✓ |   | Application/<br>Interview |

| VALUES AND ATTRIBUTES                                                        | ESSENTIAL | DESIRABLE | EVIDENCE                |
|------------------------------------------------------------------------------|-----------|-----------|-------------------------|
| Friendly, approachable, positive, cheerful and maintains a resilient outlook | ✓         |           | Interview/<br>reference |
| Commitment to safeguarding and promoting welfare of students                 | ✓         |           | Interview/<br>reference |
| Commitment to the School's role in the wider community                       | ✓         |           | Interview/<br>reference |
| Commitment to continuing professional development and collaboration          | ✓         |           | Interview/<br>reference |
| Commitment to high standards of academic excellence and student behaviour    | ✓         |           | Interview/<br>reference |



---

## SAFEGUARDING AND SAFER RECRUITMENT

---

- Queen Mary's High School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act and expects all staff and volunteers to share this commitment.
- You are required to:
  - Uphold the school's policy in respect of child protection and safeguarding matters.
  - Have commitment to the school's equality policy.
  - Ensure any extra-curricular activities will be free from partisan, political and religious view (where political issues are discussed, a balanced view is always presented).

---

## HEALTH AND SAFETY

---

The Law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Carry out their work and duties in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

---

## OUR OFFER

---

- A superb staff team committed to doing their absolute best for all in our school community.
- Support from our Trust central teams and other schools in our Trust to ensure you have the tools to deliver success (our schools are all located close to one another, and we work better when we are working together).
- We offer a range of benefits to support our staff wellbeing including access to the school fitness suite and a cycle to work scheme.
- Trust-funded healthcare with UK Healthcare (with options to include dependents and partners).
- There is never a dull moment; we never stand still, every day offers new challenges and opportunities within an ambitious, forward-thinking team.

---

## KEY INFORMATION – HOW TO APPLY

---

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post</b>                | Non-Teaching Head of Year with DSL Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Responsible to</b>      | Assistant Headteacher (Community and Inclusion)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Contract and Salary</b> | <p>This is a permanent position working 37 hours per week for 41 weeks a year (term-time plus 2 weeks in the summer holidays, inclusive of INSET days)</p> <p>Monday to Thursday: 08:00 – 16:30<br/>Friday: 08:00 – 16:00<br/>(1hr lunch break)</p> <p>NJC Pay Scale, Grade 6 (SCP 15-23)<br/>FTE Salary: £30,024 - £34,434<br/><b>Actual Salary: £25,939 - £29,749</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Closing Date</b>        | Thursday 20 <sup>th</sup> November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Interview Date</b>      | Tuesday 25 <sup>th</sup> November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Start Date</b>          | Monday 5 <sup>th</sup> January 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>How to apply</b>        | <p>Complete the Mercian Trust online application form and include a supporting statement no longer than 2 sides of A4 outlining how your recent and relevant experience and expertise match the requirements of the role and how the impact you have had in your career to date is an appropriate foundation for you to undertake this role.</p> <p>Please note, your ability to communicate a wide range of information with appropriate examples and evidence clearly and concisely in your supporting statement will be assessed as part of the shortlisting process.</p> <p>Should you have any other questions regarding the role, please contact Miss Tomkinson, Headteacher's PA, via <a href="mailto:m.tomkinson@qmhs.merciantrust.org.uk">m.tomkinson@qmhs.merciantrust.org.uk</a></p> |