



Westfield School

Assistant Headteacher Safeguarding (DSL)

Applicant Pack



Contents

The vacancy	3
Post advert	3
Role summary.....	3
Job description	5
Role as a member of the SLT at Westfield School	5
Core purpose	5
Class Teacher responsibilities	6
General duties and responsibilities	6
Support for the Trust/School	6
Changes to these duties	7
Person Specification	8
Job Title: Assistant Headteacher.....	8
Qualifications	8
Teaching and Learning	8
Experience	8
Skills, knowledge, abilities	10
Personal skills.....	11
Child protection.....	11
Westfield School	12
Chorus Education Trust	13

The vacancy

Post advert

Deadline for applications:	11.59pm on 13 th May 2026
Interviews to be held:	Day 1 - 20 May 2026 Day 2 - 21 May 2026 (for successful day 1 candidates)
To start:	September 2026

Chorus Education Trust in Sheffield is seeking an Assistant Headteacher to join the Senior Leadership Team at Westfield School. This role would suit an experienced Assistant Headteacher seeking a new challenge, or middle leaders ambitious for the next stage in their career.

Due to the promotion of the current postholder to another school, we are excited to be able to recruit an Assistant Headteacher to the important area of responsibility:

- **Assistant Headteacher – Safeguarding and other strategic responsibilities according to candidate’s experience and school improvement priorities.**

Candidates should have a strong record of senior or middle leadership, working proactively and constructively with children, colleagues, and parents. It is essential that you can inspire and lead staff, and be a team player, supporting and coaching middle leaders and working in partnership with SLT colleagues. We are looking for people who are ambitious for our children and for themselves, with a strong commitment to their own professional learning. In return we can offer very strong opportunities for career development, and the opportunity to work within a positive, reflective, strategic and student-focused team.

This is an exciting opportunity to join a school on an exciting journey of improvement, but also a Trust that is committed to providing the very best opportunities for both staff and children. Chorus Education Trust is at an exciting time of growth and seeks to work in partnership with both primary and secondary schools across South Yorkshire and Derbyshire. Members of our schools’ Senior Leadership Teams will have the opportunity to work with their equivalent colleagues on developing cross-Trust strategies.

Role summary

Post title:	Assistant Headteacher Safeguarding (DSL)
Pay scale:	L12 to L16 (£67,898 - £75,049)
Group:	Leadership
Salary point range:	L12 to L16
Reporting to:	Headteacher
Line manager (if different):	Deputy Headteacher (Inclusion)

Post holder will work with: Senior Leadership team, Pastoral Team, Safeguarding Team, SEND Team, Subject Teams and colleagues across the school

Holiday and sickness relief: By and for other members of SLT

Purpose of post: To lead on safeguarding as the Designated Safeguarding Lead (DSL) and other whole school strategic school improvement priorities, for example attendance.

Version revised: May 2026

Contract: Permanent

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Role as a member of the SLT at Westfield School

- To assist the Headteacher and Deputy Headteachers in the day to day running of the school including taking assemblies, leading duty teams, assisting in organising parental engagement events, promoting health and safety, and by attendance at extra-curricular and evening events.
- To work with the CEO, Headteacher, Governors and Trustees in developing the vision and strategic direction of Chorus Education Trust, Westfield School and the South Yorkshire Teaching School Hub.
- Ensure a school-wide focus on achievement and standards.
- To work with Chorus Trust Board and Westfield Local Governing Body as a member of the sub- committees and through joint working.
- To promote the aims and values of the Trust and school, be a positive role model within the school, with parents and the wider community.
- To line manage staff according to school policy and support, challenge and develop them in their roles thus ensuring a culture of accountability at all levels.
- To be involved in appraisal, school self-evaluation, including termly self-review.
- To contribute to and lead aspects of the school quality assurance cycle, ensuring accurate reflection of standards, progress and other aspects of the school's work.
- To work with the Headteacher and the Senior Leadership Team on the recruitment, selection and appointment of staff across the Trust.
- To participate in and lead aspects of SLT meetings, middle leader meeting and other strategic meetings as necessary.
- To help develop an ethos of high expectations for staff and students.
- To ensure a realistic consistent and continuous school-wide focus on student achievement, especially underachieving cohorts.
- To work positively and proactively with a wide range of stakeholders in and out of school, for example our SENCO, middle leaders, colleagues in other Trust schools, external agencies, the Local Authority.
- Help develop and maintain an ethos which promotes excellent teaching, effective learning, and high standards of achievement throughout the school.

Core purpose

Safeguarding

- To be the school's Designated Safeguarding Lead (DSL)

- To continue to develop and promote a robust safeguarding culture throughout the school community.
- To understand the views of children through a culture of listening.
- To provide training and advice to raise awareness of safeguarding protocols, priorities, procedures and policy.
- To strategically oversee the process of referrals, working with others, information sharing and managing the child protection files
- To strategically oversee the school's early help provision
- To strategically lead referrals, liaison and monitoring of statutory children's social care assessments and services
- To oversee and support the school's holding and sharing of safeguarding information.

Other Whole School area of strategic importance, for example, attendance, behaviour, or attitudes to learning.

Class Teacher responsibilities

- To carry out duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.
- To be responsible for teaching across all key stages.
- To deliver high quality lessons demonstrating outstanding practice and outcomes.
- To maintain positive working relationships with students and staff.

General duties and responsibilities

- To carry out the duties of an Assistant Headteacher as set out in the schoolteachers' pay and conditions document.
- To continue to meet the required standards for qualified teacher status (QTS).

Support for the Trust/School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.

- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to aid colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Assistant Headteacher Safeguarding (DSL)

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Qualifications			
Qualified Teacher status First degree and QTS. Continuing professional development INSET specific to school leadership & management.	✓		A
Further educational study or action research.		✓	A
NPQ or other nationally recognised CPD Advanced Initial Safeguarding in Education training for DSLs/DSDs		✓	A
Teaching and Learning			
An outstanding classroom practitioner. A successful record of value-added results. Extensive use of student performance data to inform classroom teaching. An understanding of how children learn, of teaching strategies and of the impact they have on children's learning. Clear set of values and knowledge of teaching and learning issues.	✓		A / I / R
Leading role in a recent whole school initiative that contributed to curriculum and teaching.		✓	A / I / R
Experience			
Middle or senior leadership team experience with a track record of systematic improvement beyond your own classroom.		✓	A / I / R

<p>A record of success in effective and efficient team management.</p> <p>Use of ICT as an effective management and teaching tool.</p> <p>Collaborative working.</p> <p>Working in an inclusive school, with a mix of social and academic contexts including Pupil Premium and SEND.</p> <p>Experience in more than one teaching establishment.</p> <p>Two or more positions of responsibility in a secondary setting.</p> <p>Leadership of a whole school initiative that has raised student attainment levels.</p> <p>Previous Leadership Team experience.</p> <p>Working with staff in a planned evaluation programme, with a focus on raising the quality of teaching and learning (ITT/ECT/subject teams etc.).</p> <p>Study support strategies.</p> <p>Multi agency working.</p> <p>Pastoral leadership</p>		✓	A / I / R
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Skills, knowledge, abilities

<p>An understanding of current educational issues for secondary schools.</p> <p>A full understanding of 11-16 curriculum issues and the lifelong learning agenda</p> <p>An understanding of the process of establishing school improvement priorities and of the role of leaders and managers in monitoring and evaluating a school's effectiveness.</p> <p>Excellent inter-personal, organisational and communication (both oral and written) skills.</p> <p>Skills in planning and managing systems.</p> <p>The ability to analyse, interpret and intervene making best use of performance data.</p> <p>The ability to work closely with staff in pursuit of their professional development.</p> <p>The ability to work as a member of a team.</p> <p>The ability to motivate students and staff.</p> <p>An understanding of the inclusion agenda.</p> <p>A clear image of what makes good and outstanding teaching.</p> <p>Experience of driving school improvement through management link meetings.</p> <p>An understanding of how to ensure students of all abilities achieve.</p>	✓		A / I / R
<p>Knowledge of schools of the future.</p> <p>An understanding of Academy status.</p> <p>A knowledge of the new Ofsted Inspection framework.</p> <p>An understanding of inclusion and its role in secondary schools.</p> <p>Developing the most able.</p> <p>Working with regional Teaching Hubs or other providers of CPD</p>		✓	A / I / R

Personal skills

Positive & caring approach towards students.

Dynamic team leader with the ability to lead and manage teams of people and to delegate effectively.

Develop and sustain appropriate relationships, motivating and inspiring others.

Sets personal high standards and helps others to do the same.

Ability to maintain positive morale under pressure.

✓

A / I / R

Child protection

A commitment to the responsibility of safeguarding and promoting the welfare of young people.

✓

A / I

Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: www.westfield.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is ‘Outstanding Achievement for All’. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables ‘outstanding achievement for all’.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Competitive **pension schemes**: Teacher’s Pension Scheme (teaching staff) and local government pension scheme (support staff).



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jabs** with Boots Corporate Health and **free eye tests** with Specsavers.



A **collaborative environment** encouraging knowledge sharing and support.



Term-time only contract postholders have the freedom of having **school holidays** off.



Career progression opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.