



Applicant Information Pack

Early Help Lead



'Every Individual is in a great school'



Letter from the CEO

Dear Applicant,

Thank you for your interest in this role. I am delighted you are considering The 3-18 Education Trust.

We are seeking to appoint an organised and proactive Early Help Lead / Deputy Designated Safeguarding Lead (DDSL) / Mental Health Champion with a successful track record of effective practice and delivering high quality levels of service. With an expected growth in the size of the Trust over the next few years, this is an exciting new role. The Trust central team prides itself on a high-quality support operation for our schools, to ensure that all young people in our Trust are given the best possible education.

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students. Our Schools serve their communities of small villages and the larger towns throughout Shropshire.

Our Trust has a philosophy that ensures that each school within the Trust has its own Head and Local Governing Body and can maintain its own ethos and independence whilst enjoying support and additional capacity where required from the Trust. The Trust is absolutely committed to ensuring that each of its constituent schools retains its unique identity, whilst the combined experience and expertise available provide a dynamic synergy. Our school within our Trust is an excellent place to develop your career.

This recruitment pack contains details about our Multi Academy Trust, the commitment to our staff and students and information about each of our unique schools. Please explore our website and read the additional materials included in this pack to find out more.

If you decide that you have the energy, enthusiasm and experience to enhance our culture and make a difference, then we look forward to your application. If you would like to arrange a visit or an informal discussion then please contact our Team via email belinda.howells@tas.318education.co.uk

We look forward to hearing from you.

Yours faithfully,



David O'Toole
Chief Executive

About our Trust



The 3-18 Education Trust is currently made up of ten schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



The 3-18 Trust: What We Offer

Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

✓ Unbeatable Pension Scheme

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ Holiday

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ Saving Scheme

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

✓ Support for you and your family

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ Your wellbeing

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family

members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ Online GP Service

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ We've always got you covered

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ Cycle to work scheme

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ Home and Electronics Scheme

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ Awards for long service

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ Career Progression

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ Additional Perks

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free



Thank you for the interest you have shown in our school. I am proud to be the Headteacher of The Thomas Adams School, a successful co-educational community school, sixth form and boarding house in the centre of Wem. Established in 1976 and with a strong history dating back to 1650, we provide quality teaching and learning for our 1200 students, aged 11 – 18 years old. Thomas Adams is now a member of the 3-18 Education Trust, a collaboration of successful schools in Shropshire, all with the same goal of excellence in education.

We have two main sites on our 30 acre campus in Wem, a small rural market town. Although many of our students live in Wem, our extensive transport links allow students from across North Shropshire to access our excellent provision. Our Lowe Hill buildings cater for years 7 – 11, providing excellent facilities for all curricular areas. At our Noble Street site, we have our Sixth Form, housed in the attractive grammar school building. We also have our thriving boarding provision, Adams House, which accommodates students from throughout the UK and overseas.

Large enough to offer choice and opportunity, we pride ourselves on seeing all students as individuals, providing quality pastoral care throughout a student's academic journey with us.

The school is renowned for its Music, Drama and Sport. We have specialist centres for all of these subjects, with full performance facilities. We also have a multi-use sports centre and extensive playing fields, along with additional facilities including; tennis courts, basketball courts, hard surface play areas and many pitches for team games. We encourage all students to engage and get involved in our extra-curricular programme, be that a member of a sports team, working towards their Duke of Edinburgh award or taking part in the many educational or leisure trips on offer.

We are committed to continuous professional development for all our staff and foster open, professional and respectful relationships. Our staff well-being and happiness is paramount as we see them as our greatest asset.

For further information about The Thomas Adams School, please visit our website
<https://thomasadams.net/>.

You can also find out the latest news via our social media pages:



<https://www.facebook.com/ThomasAdamsWem>



<https://www.instagram.com/thomasadamswem/>



Mark Cooper, Headteacher

Application & Appointment Process

An application form is available on the Trust website. Please complete and return it promptly, highlighting your relevant experience, skills, and personal qualities.

For more information or to arrange an informal conversation, contact [Name] at [email address].

Application Deadline: Noon 7th August 2026

Interview Date: w/c 10th August 2026

Submit Applications to: via My New Term, e-mail: - belinda.howells@tas.318education.co.uk or by post to Thomas Adams School, Lowe Hill Rd, Wem, Shropshire, SY4 5UB

Interviews will be offered to applicants who best match the person specification and job description.

If invited for an interview, bring evidence of qualifications and documents for the DBS application process.

Important Notes:

- Please complete all elements of the application form, incomplete forms will not be put through shortlisting.
- CVs are not accepted.
- The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the [Ministry of Justice website](#).
- Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English.
- It is an offence to apply if barred from engaging in regulated activity relevant to children.
- Employment is subject to medical fitness, satisfactory references, right to work in the UK, and an Enhanced DBS check. Online checks will be carried out on successful applicants.

Job Description

Early Help Lead / Deputy Designated Safeguarding Lead (DDSL) / Mental Health Champion

Job Title: Early Help Lead / Deputy Designated Safeguarding Lead (DDSL) / Mental Health Champion

Location: Thomas Adams School

Responsible to: Assistant Headteacher (Pupil Support: DSL/SENDCo); Deputy Headteacher (Behaviour & Personal Development)

Salary: Grade 8 scale point 18 – Actual £28,088, FTE equivalent £31,537

Contract: Term Time Plus 2 Weeks

Hours: 8a.m- 4p.m. Monday to Friday 37 hours per week

Purpose of the Post

To provide operational leadership for Early Help and safeguarding support across the school, while promoting positive mental health and wellbeing as the school's Mental Health Champion.

The postholder will work closely with the Designated Safeguarding Lead to identify vulnerable pupils, coordinate appropriate support, improve attendance and engagement, and promote positive mental health outcomes.

The role will contribute to ensuring the school meets its statutory safeguarding responsibilities whilst developing effective partnerships with families, external agencies and local services to improve outcomes for children and young people.

Key Responsibilities

1. Early Help Lead

- Lead on the school's Early Help provision and intervention programmes.
- Identify pupils and families who would benefit from early intervention and preventative support.
- Undertake or coordinate Early Help Assessments (EHAs) and develop support plans.
- Act as Lead Professional where appropriate.
- Coordinate Team Around the Family (TAF) meetings and reviews where appropriate.
- Develop effective relationships with parents and carers to promote engagement with support services.
- Work closely with Shropshire Council Early Help Services and partner agencies.
- Monitor and evaluate the effectiveness of interventions and maintain accurate records.
- Support pupils experiencing barriers to learning, attendance, behaviour or wellbeing.
- Contribute to reducing persistent absence and improving pupil engagement.
- Support transitions for vulnerable pupils, including those joining or leaving the school.

2. Deputy Designated Safeguarding Lead (DDSL)

- Support the Designated Safeguarding Lead in carrying out safeguarding duties in line with:
 - Keeping Children Safe in Education (KCSIE)
 - Working Together to Safeguard Children
 - Shropshire Safeguarding Community Partnership procedures
 - Manage safeguarding concerns appropriately and maintain accurate, confidential safeguarding records.
 - Provide oversight of all incoming safeguarding concerns, ensuring that referrals are recorded accurately, prioritised according to risk, and actioned promptly through appropriate internal intervention, specialist support or statutory referral pathways.
 - Make referrals to Children's Social Care, Early Help, Prevent, the Police and other agencies as required.
 - Attend and contribute to Child Protection Conferences, Core Group meetings, Child in Need reviews, Looked After Children reviews and other safeguarding meetings.
 - Monitor the welfare and progress of vulnerable pupils, including:
 - Children in Need
 - Children subject to Child Protection Plans
 - Children Looked After
 - Young Carers
 - Pupils with SEND
 - Pupils experiencing attendance concerns
 - Pupils at risk of exploitation, neglect or abuse
 - Provide safeguarding advice and guidance to staff.
 - Support the delivery of safeguarding training and updates.
 - Assist with safeguarding audits, monitoring and quality assurance activities.
 - Deputise for the Designated Safeguarding Lead as required.
 - Support the implementation and review of safeguarding policies and procedures.
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3. Mental Health Champion

- Promote positive mental health and emotional wellbeing across the school community.
- Act as a visible advocate for mental health awareness and early intervention.
- Support the development of a positive culture where pupils feel safe discussing emotional wellbeing concerns.
- Identify pupils who may require additional emotional wellbeing support and ensure appropriate referrals are made to relevant internal or external services.
- Work closely with pastoral staff, the SEND team, safeguarding staff and external professionals to support pupils experiencing emotional or mental health difficulties.
- Signpost pupils, families and staff to appropriate support services and resources.
- Support the delivery of mental health awareness activities, campaigns and events throughout the academic year.
- Contribute to the implementation of the school's wellbeing initiatives and action plans.

- Act as a liaison with external agencies, including Mental Health Support Teams (MHSTs), CAMHS, school nursing services and voluntary sector organisations.
 - Raise staff awareness of factors affecting young people's mental health and wellbeing.
 - Maintain an awareness of emerging mental health issues affecting children and young people and share relevant information with colleagues.
 - Support monitoring and evaluation of wellbeing interventions and pupil outcomes.
 - Contribute to staff wellbeing initiatives where appropriate.
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4. Multi-Agency Working

- Build and maintain strong partnerships with:
 - Children's Social Care
 - Early Help Services
 - Educational Psychology
 - CAMHS and NHS Services
 - School Nursing
 - Police
 - Youth Support Services
 - Voluntary and Community Organisations
 - Attend and contribute to multi-agency meetings and planning processes.
 - Advocate for pupils and families to secure appropriate support and intervention.
 - Ensure effective communication between school, families and external agencies.
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5. Record Keeping and Compliance

- Maintain accurate, timely and confidential records using the school's safeguarding and case management systems.
 - Ensure all records comply with data protection legislation and safeguarding requirements.
 - Produce reports and data for the Designated Safeguarding Lead, Senior Leadership Team and Governors as required.
 - Monitor trends relating to safeguarding, wellbeing, attendance and vulnerability to identify emerging needs and inform intervention planning.
 - Ensure all case records are up to date and appropriately transferred when pupils move schools.
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6. Whole School Contribution

- Promote a culture of safeguarding, inclusion and wellbeing throughout the school.
- Contribute to the development and review of relevant school policies and procedures.
- Participate in whole-school events, training and continuing professional development.
- Support the school's commitment to equality, diversity and inclusion.
- Participate in relevant school improvement priorities.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

Person Specification

Essential Qualifications

- Relevant Level 3 qualification or above in education, safeguarding, social care, youth work, counselling, psychology or a related field.
- Designated Safeguarding Lead training (or willingness to undertake).
- Early Help Assessment training (or willingness to undertake).
- Mental Health Champion training, Senior Mental Health Lead training, or equivalent knowledge and experience in supporting children's emotional wellbeing.

Desirable Qualifications

- Degree-level qualification in a relevant discipline.
 - Accredited safeguarding qualification.
 - Training in restorative practice, trauma-informed practice or counselling skills.
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Essential Experience

- Experience of working with children and young people in an educational, safeguarding or family support setting.
- Experience of supporting vulnerable children and families.
- Experience of multi-agency working.
- Experience of case management and record keeping.
- Experience of coordinating support plans and interventions.
- Experience of safeguarding and child protection procedures.
- Experience of supporting children's emotional health and wellbeing.

Desirable Experience

- Experience of acting as a Deputy Designated Safeguarding Lead or equivalent.
 - Experience of Early Help Assessments and Team Around the Family processes.
 - Experience of working within a secondary school environment.
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Essential Knowledge

- Current safeguarding legislation and guidance, including Keeping Children Safe in Education.
 - Child protection procedures and thresholds for intervention.
 - Contextual safeguarding and early intervention approaches.
 - Mental health and emotional wellbeing needs affecting children and young people.
 - Attendance, behaviour and inclusion strategies.
 - Data protection, confidentiality and information-sharing requirements.
 - Local safeguarding and support services.
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Essential Skills

- Excellent communication and interpersonal skills.
- Ability to build effective relationships with pupils, families and professionals.
- Strong organisational and case-management skills.
- Ability to manage sensitive and complex situations professionally.
- Effective report writing and record-keeping skills.
- Ability to analyse information and make informed decisions.

- Ability to work independently and collaboratively as part of a team.
 - High levels of resilience, discretion and emotional intelligence.
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Personal Qualities

- Commitment to safeguarding and promoting the welfare of children and young people.
 - Empathy, compassion and a child-centred approach.
 - Professional integrity and confidentiality.
 - A proactive and solution-focused outlook.
 - Ability to remain calm and effective under pressure.
 - Commitment to continuous professional development.
 - Passion for promoting positive mental health and wellbeing.
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Job Purpose Summary

This role combines strategic coordination and direct operational support to ensure pupils receive timely safeguarding, early help and wellbeing interventions. Through effective multi-agency working, family engagement and strong pastoral support, the postholder will help remove barriers to learning and enable all pupils to thrive academically, socially and emotionally.

