

# HOLYWELL SCHOOL

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*A Church of England School  
providing a Values-based Education*

March 2026

Dear Sir / Madam

## Re: Assistant Designated Safeguarding Lead / Family Support Worker

Thank you for your interest in the above position.

Holywell School is a caring, community-focussed Church of England School. As a school, we are a loving, supportive community with high aspirations for all. We promote inclusion, we are proud to belong and we value each individual. We look after each other, believe in second chances and aim to be the best we can be so we can serve and support the common good.

We are currently a middle school with a good reputation, with students in Years 5 to 8. From September 2026 we will start the process of transitioning towards becoming a secondary school by not admitting a new intake into Year 5 but retaining our current Year 8 students who will become our new Year 9 cohort. We will continue this process, for the next 2 years thereafter, until we become a full secondary school with students in Year 7 through to 11 in 2028-2029. We already have a secondary approach to our curriculum delivery with specialist teachers providing engaging, challenging and inspiring lessons across all four-year groups. However, we have exciting plans for our new GCSE curriculum and a new buildings project starting this year which will increase the size of the school inline with the increase in student numbers.

The advertised position is an exciting opportunity to join the school at this time of transition. You will be part of our existing 'Safeguarding and Wellbeing' Team working alongside a student support assistant and the Deputy Headteacher in charge of Safeguarding. In addition to responsibilities as assistant designated safeguarding lead, the post will entail working with families who need support in order to ensure students are in school, healthy and thriving. We hope that the person appointed will bring with them experience and ideas for setting up parent networks, forums and partnerships.

In our last OFSTED inspection, the Lead Inspector commented: "Pupils are well behaved and have very positive attitudes to learning. They are proud of their school and they are excellent ambassadors both in and out of the classroom. They value the high quality of teaching, from which they benefit, and they welcome the wide range of extra-curricular opportunities available to them."

You would be most welcome to visit the school during the school day to experience the unique feel and friendliness of the school. Please contact Romana Tomei (Business & Operations Manager) by email [rtomei@holywellschool.co.uk](mailto:rtomei@holywellschool.co.uk) to arrange an appointment.

For further information about what the job entails, please view the attached job description. All applications must be received via MyNewTerm by the closing date of 16<sup>th</sup> March 2026. Interviews will be held on Wednesday 18<sup>th</sup> March 2026.

I look forward to hearing from you.

Yours sincerely

*MG Simpson*

Headteacher



Headteacher: Mr MG Simpson MA, NPQH

Deputy Headteacher: Mr S Van Der Merwe – Deputy Headteacher: Mrs A Stewart-McAlpine – Deputy Headteacher: Miss A Craddock

Designated Safeguarding Leads: Mrs A Stewart-McAlpine & Mrs J Johnson

Senior Leaders: Mr M Eames & Mrs J French – SENDCo: Mrs S Davidson

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