



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION

Early Help Lead (DDSL)

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| Grade: | Grade 29 £39,862 pro rata Actual £36,755 |
| Hours: | Monday 08:00 – 16:00 to Tuesday to Friday 08:00 – 15:45 (term-time only) plus 10 days in summer holiday. |
| Responsible to: | inc. 30min unpaid lunch break Assistant Head (Director of Safeguarding and Pastoral 7-11) |
| Main Purpose: | Early help leads improve student wellbeing, attendance, and academic engagement by addressing barriers proactively. They also strengthen school-home relationships and reduce pressure on statutory services. |
| | <p>The Early Help Lead at KEVIHS plays a crucial role in supporting students and families before issues escalate into more serious problems. Their purpose is centred around early intervention and prevention. Here's what that typically involves:</p> <p>Core Purpose</p> <ul style="list-style-type: none"> • Identify emerging needs early: Spot signs of difficulties—such as attendance issues, emotional wellbeing concerns, family challenges—before they become crises. • Coordinate support: Act as the link between school, families, and external agencies (e.g., social care, health services, youth support). • Develop action plans: Create and monitor Early Help Assessments (EHAs) or similar plans to ensure tailored support for the student and family. • Reduce escalation: Prevent situations from reaching statutory intervention (like child protection or social services involvement). • Promote resilience: Help students and families build coping strategies and access community resources. |
| Core responsibilities | <ul style="list-style-type: none"> • To lead and be a case holder for Early Help referrals to BCT. • To develop and lead the school's Universal and Universal plus Early Help provision- including but not limited to, small group intervention sessions, parental workshops and one to one student meetings. • To act as a DDSL. • To maintain and review CPOMS • To support the work of the Attendance Officer, by leading on Formal Attendance Meetings, penalty notices and modified timetable requests to BCC. • To conduct Home Visits in line with attendance procedures • To support the needs of families outside of the education setting- including but not limited to grant funding and housing and benefit support. • To work with the Head of Year 7 and the Deputy Head (Personal Development) on transition from KS2- KS3. • To be the young carers link for the school. • To share and maintain vulnerable lists • To liaise with the in-school counsellor • To support CPD and assembly provision as relevant. • To communicate effectively with the school community both within school and with our external stakeholders. • To be part of the pastoral and safeguarding team. • To attend Safeguarding, Attendance and Pastoral Meetings. • To liaise with HOY, PL, Attendance Officer, AH • To attend CIN/CP meetings as necessary with Assistant Head (Director of Safeguarding and Pastoral 7-11. • Support the DSL in managing safeguarding concerns and referrals. |

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| | <ul style="list-style-type: none"> • Maintain accurate and confidential safeguarding records. • Ensure compliance with statutory guidance (e.g., <i>Working Together to Safeguard Children</i>). • Provide advice and guidance to staff on safeguarding matters. |
| Support for the School: | <ul style="list-style-type: none"> • To support the alternate Wednesday extra-curricular programme. • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager. • To be aware of and comply with all school policies and procedures in particular relating to safeguarding, health and safety, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff. • To be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background. • To contribute to the school ethos, aims and development/improvement plan. • To work as part of a team, appreciating and supporting the role of other people within the team. • To attend and participate in meetings as required. |
| Resources: | <ul style="list-style-type: none"> • To ensure use of IT to full capacity in order to produce high quality documents. • To organise and present information for reports in a variety of formats. |