



Appointment of Mental Health and Wellbeing Officer

Required 15th September 2026

Part time hours (24.5 hours per week)

Preferred hours are Monday – Friday

However, we are 'happy to talk flexible working'

Pay Scale

Bucks Pay Scale 5, point 26 - 30

(£34,319 - £36,975 per annum) pro-rata for 24.5 hours per week at 38 working weeks per annum, plus attendance at INSET days.

[Apply Here](#)





The Role

Wycombe High School is a prestigious girls' grammar school, dedicated to providing an outstanding education and nurturing environment for our students. We pride ourselves on our commitment to excellence and the holistic development of our pupils.

We are seeking to appoint an experienced and compassionate Mental Health and Wellbeing Officer to play a key role in supporting the emotional wellbeing and mental health of our students. The successful candidate will deliver a comprehensive programme of mental health and wellbeing support through both individual and group interventions. They will undertake mental health triage, assess students' needs and identify appropriate pathways for support. This will include providing direct wellbeing interventions, coordinating support plans, triaging students for counselling, and making referrals to external agencies where appropriate, including CAMHS, MHST and other specialist services.

The postholder will work closely with students, families and staff to ensure timely access to support and effective monitoring of wellbeing needs across the school. They will also have line management responsibility for the school's counsellors, of which there are currently two.

The successful candidate will be a highly effective practitioner, with the ability to build positive relationships with students, parents, carers, teaching staff and external partners. This role is central to the school's pastoral provision, supporting students to overcome barriers to learning and achieve positive outcomes in their education and personal development.

The postholder will work closely with Heads of Year, the wider Pastoral Team, Student Support, the Sixth Form Team and external mental health professionals to ensure that students receive appropriate and timely support. A key aspect of the role will be maintaining strong communication with parents and carers, ensuring they are fully involved in supporting student wellbeing and accessing external services where required.

They will support on the identification and assessment of student wellbeing needs, ensuring that effective interventions and support plans are implemented and reviewed.

The successful candidate will work collaboratively with colleagues and external agencies to coordinate support for vulnerable students and ensure that safeguarding and mental health concerns are managed appropriately.

Key Dates Deadline for applications: as soon as possible
(please note we reserve the right bring forward interviews & close the advertisement early)

[**Apply Here**](#)



The Role (Continued)

They will monitor patterns and trends in student wellbeing, contribute to the development of whole-school approaches to mental health, and support the delivery of initiatives that promote resilience, emotional wellbeing and positive mental health across the school community.

We are an ambitious and supportive school community, where staff contribute enthusiastically to all aspects of school life. This is an exciting opportunity for an experienced and motivated professional to make a significant impact on student outcomes and wellbeing while working as part of a dedicated and collaborative leadership team.

"At Wycombe High School, staff wellbeing is at the top of our agenda. We are proud to work alongside Mind, the mental health charity, and were consecutive Gold Award Winners for 2022-2023 and 2023-2024. This award is given to employers who have 'successfully embedded mental health into their policies and practices'."



**Deadline for applications: as soon as possible
(please note we reserve the right bring forward interviews & close the
advertisement early)**

[Apply Here](#)



The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. The characteristics and qualifications we are looking for include:

- Educated to degree level in Psychology, Counselling, Mental Health, Social Work
- A related discipline, with a Level 4 (or higher) qualification in Counselling, Mental Health Practice, Therapeutic Practice or a related field is highly desirable.
- Understanding of effective pastoral care and the factors that influence student wellbeing, attendance, behaviour and achievement.
- Experience of working with young people and supporting their personal, social and emotional development.
- Knowledge and understanding of mental health and wellbeing issues affecting children and young people.
- Knowledge and understanding of CAMHS, MHST and wider external support services available to children and young people.
- Experience of completing referrals to CAMHS, MHST and other specialist agencies and supporting families through referral pathways.
- Understanding of thresholds for external mental health services and appropriate escalation procedures.
- Able to establish high expectations and promote high standards of attendance, engagement, wellbeing and conduct.
- Excellent organisational and administrative skills, with the ability to prioritise workload and manage competing demands effectively.
- The ability to work calmly under pressure and make sound professional judgements in a busy school environment.
- Strong interpersonal skills and the confidence to build positive and productive relationships with students, parents, carers, staff and external agencies.
- Effective communication skills, both written and verbal, with the ability to engage constructively with a wide range of stakeholders.
- Experience of undertaking assessments, identifying support needs and implementing appropriate intervention and support strategies.

Key Dates Deadline for applications: as soon as possible
(please note we reserve the right bring forward interviews & close the advertisement early)

[**Apply Here**](#)



The Person (continued)

- Experience of monitoring student wellbeing and outcomes, coordinating support plans and evaluating the effectiveness of interventions.
- The ability to build trust with vulnerable young people whilst maintaining appropriate professional boundaries.
- Able to analyse information and use data to identify trends, monitor outcomes and support decision-making. Able to work collaboratively as part of a pastoral team and contribute positively to whole-school improvement.
- Experience of working in a school, college, healthcare, counselling, youth work or other child-centred setting is desirable.
- A high level of confidence and competence in the use of ICT and relevant software systems.
- The ability to work in a changing environment and respond positively to new challenges and initiatives.
- Committed to the ethos, vision and values of Wycombe High School.



Key Dates Deadline for applications: as soon as possible
(please note we reserve the right bring forward interviews &
close the advertisement early)

[Apply Here](#)

How to apply

Details can be found on our website:

www.whs.bucks.sch.uk/about-whs/vacancies

To apply for this post, please complete the application form via MyNewTerm in which you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

Address any queries via email to:

Mrs N. Renyard, Headteacher
Wycombe High School,
Marlow Road, High Wycombe,
Bucks, HP11 1TB
Email: hr@whs.bucks.sch.uk



References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

Safeguarding

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). HR will carry out an online search on shortlisted applicants.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

Key Dates Deadline for applications: as soon as possible
(please note we reserve the right bring forward interviews & close the advertisement early)

[**Apply Here**](#)



Pay and Conditions

Pay Scale

(£34,319 - £36,975 per annum) pro-rata for 24.5 hours per week at 38 working weeks per annum, plus attendance at INSET days.

Successfully appointed candidates will automatically be enrolled into the Local Government Pension Scheme, into which the School pays very generous employer contributions of 22.1%.

We provide an Award-winning Employee Assistance Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support. We are proud to be Mind Wellbeing Index Gold Award Winners for two consecutive years in 2022-2023 and 2023-2024. We were also voted The Sunday Times Parent Power 'Secondary School of the Year 2023'.

Equal Opportunities

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to UK legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Trustees for monitoring this policy.

The school operates an Equality Cohesion Scheme.

Smoking And Alcohol

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

Dress Code

The school has a dress code for staff:

Staff should dress in a business-like and professional manner, appropriate to the education profession. Staff regularly meet parents, external agencies and visitors to the school and, as such, are the professional face of the school. They are also role models for young people and operate under statutory duties of care.

Flexible Working Strategy:

The school is proud to have a Flexible Working Strategy to help support a work/life balance. We are 'happy to talk flexible working' with regards to all our roles.

Key Dates Deadline for applications: as soon as possible
(please note we reserve the right bring forward interviews & close the advertisement early)

[**Apply Here**](#)

Benefits



Working In Partnership With Mind

We have worked alongside Mind (the mental health charity) since 2018 and have been awarded their **GOLD** award for employers who have: 'successfully embedded mental health into their policies and practices'



Disability Confident Committed Employer

A guaranteed interview for applicants who meet the minimum shortlisting criteria.



Employee Assistant Programme

This is a free, independent, confidential service for staff, their partners and dependents up to the age of 21, giving 24/7 access to counselling, legal, medical and financial advice and support.



Generous Employer Pension Contributions (22.1% employer contributions)

Support staff are auto-enrolled in the Local Government Pension Scheme which offers exceptional employer contributions and benefits.



MHFA England

Mental Health First Aiders

We currently have five trained members of staff who are available to offer support and guidance to employees who need it.



Domestic Abuse Champion

A fully trained member of staff is available onsite, signposting to specialist services or organisations.



National Whole School Wellbeing **GOLD** Award 2024

Working with 'Raising Attainment With Wellbeing' we have been awarded the National Whole School Wellbeing Gold Award, acknowledging that we put wellbeing at the heart of learning, teaching and leadership.

Key Dates Deadline for applications: as soon as possible
(please note we reserve the right bring forward interviews & close the advertisement early)

[Apply Here](#)

Workload and Wellbeing Initiatives



Teachers' Workload Initiatives

- Condensed days for parents' consultations, with a collapsed P5
- Revised Assessment Policy to support with marking
- Weekly 'Learning & Teaching' briefings
- Disaggregated Inset Days plus two Academy Days
- Early finish at the end of each term
- Dedicated Subject Leader for PSHEE
- The Virtual Staffroom, a platform for staff to keep connected online
- A Flexible Working Strategy to support work/life balance
- Staff encouraged to put their 'out of office' email at the end of the day

Staff Workload and Wellbeing Initiatives

We have a thriving Staff Association, and four Mental Health First Aiders, who organise social events for school employees such as:

- Employee Assistance Programme
- Christmas Party
- End of Term Celebration
- Yoga (subsidised, onsite classes)
- Social breaktimes, with food provided to staff
- Onsite subsidised canteen
- Corporate leisure centre membership (reduced cost to staff)
- Onsite free car parking and Cycle Scheme registration (salary sacrifice for tax-free bicycles)
- Salary sacrifice scheme for laptops
- Bingo!
- Ten Pin Bowling
- Inset Day wellbeing sessions (e.g. staff quiz, nutritionist talk, Army team-building day, menopause workshop...)



Key Dates Deadline for applications: as soon as possible
(please note we reserve the right bring forward interviews & close the advertisement early)

[Apply Here](#)

Candidates will be advised as soon as possible if they have been successfully shortlisted for interview.

Candidates who have not heard from us within seven days of the closing date should assume their application has been unsuccessful on this occasion.

AT WYCOMBE
HIGH SCHOOL

**WE LOOK
BEYOND**

We look beyond the
traditional grammar school.

We look beyond league tables
and examination results.

We look beyond stereotypes
and conventions.

We look beyond a world
where futures are fixed.



Wycombe High School, Marlow Road,
High Wycombe, Bucks HP11 1TB

01494 523961 • hr@whs.bucks.sch.uk • www.wycombehighschool.com

