



# King's High School



## Information for Applicants

**Job Title Wellbeing and Mental Health Lead – 30 hours per week (Temporary)**

**To start September 2026**

# A message from the Head



I am delighted that you are taking the time to find out more about joining King's High – a remarkable school and a very special community.

I hope that this brochure conveys a sense of the inspiring and dynamic culture at our school and across our Foundation.

King's High is a very special community, where we strive for excellence and to make a difference in our world. Our community strength lies in our relationships – between staff, pupils, parents, across our Foundation family of schools, our alumnae and partnerships with our local community.

King's High is an exceptionally vibrant environment in which to work with a forward-looking, innovative ethos. Our expert staff show exceptional commitment to our students both in the classroom and in their wider endeavours.

I very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.

**Dr Burley**  
**Head Master**



# The School

Founded in 1879, King's High School provides independent, single-sex day education for more than 800 students aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere and its strong reputation as a centre for educational innovation. It is founded on a distinguished academic tradition tailored to the individual needs of our students. We pride ourselves on the outstanding academic performance and broader creative and co-curricular passions of our students.

We value friendship, social responsibility, intellectual curiosity, and creative thinking. Students are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our students to grow into happy, confident, and compassionate young women with the ability to reason, analyse, learn independently and exercise strong judgement and leadership.

As we celebrated our 140th year, the school moved into its stunning new home on the Myton Road Foundation campus in September 2019, joining Warwick School and Warwick Preparatory School. In 2021 The Kingsley School in Leamington Spa also joined our Foundation.

King's High School is one of the leading girls' schools in the UK. We are a multi-award winning school that has attracted considerable national attention for our recent work and innovations. We were recently crowned Senior School of the Year by the Independent Schools Association and won the ISA Award for Future Readiness. We have been Finalists for Girls' School of the Year for the last three years and were also Finalists in TES Independent School of the Year Award. We were recently ranked The Sunday Times' top independent school in the region for academic performance and Dr Burley won Tatler's Best Head of a Public School Award. Tatler described us as a 'school of the future' and we have also achieved a significant strength for our work on changemaking and community action in our latest ISI report. We currently rank as the 8th best girls' school for sport in the UK.

Above all, we are proud of our warm, friendly, and positive ethos which places our students at the heart of all that we do.

[www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)

Warwick  
Schools  
Foundation



Warwick Schools Foundation comprises: King's High with Warwick Preparatory School, Warwick School with Warwick Junior School, and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.



# The Role

We are seeking to appoint a temporary Wellbeing and Mental Health Lead to lead and deliver high quality, accessible, and inclusive wellbeing and mental health support for students and staff. The role involves early identification, intervention, and strategic development of a whole-school approach to mental health.

The pastoral team comprises:

- School Nurse, who is a qualified medical professional, first and foremost caring for pupil suffering from ill health or injury
- Wellbeing and Mental Health Lead, who assesses and support the emotional needs of the students and offers wellbeing support to staff
- Wellbeing Mentor, who provides a drop-in listening and support service for students
- Head of Learning Support, an experienced SENCO
- Pastoral and Attendance Manager who provides administrative support
- Deputy Head (Pastoral), who is the Designated Safeguarding Lead, spearheads the provision of pastoral care in school and oversees the pastoral work, including that of:
  - Heads of Key Stage (Head of Sixth Form, Head of Key Stage 4 and Head of Key Stage 3)
  - Heads of Year
  - Form Staff

The Heads of Key Stage are responsible for the academic and pastoral welfare of their students, so a holistic approach is taken in our pastoral care.

The successful applicant will confidently assess the initial medical and welfare needs of students and staff. Where appropriate, they will make referrals to the School Nurse, other members of the pastoral team or external specialists for ongoing care.

The role can be full or part-time for the right candidate and is term-time only (35.4 weeks of the year including inset days).



# Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

## Key Duties and Responsibilities

### Whole-School Wellbeing and Mental Health Strategy

- **Lead and further develop the whole-school approach to mental health and wellbeing.**
- **Develop and maintain policies that support both student and staff mental health.**
- **Promote student and staff voice in shaping mental health initiatives and support systems.**
- **Work closely with the Deputy Head Pastoral and Wellbeing, and collaboratively with Heads of Year, Heads of Key Stage, and the wider pastoral team to support student and staff wellbeing.**

### Student Support

- **Provide compassionate, empathetic, and confidential support to students seeking emotional or mental health assistance.**
- **Use student wellbeing surveys to assess need and develop responsive strategies**
- **Offer both drop-in and scheduled one-to-one or group-based wellbeing sessions.**
- **Supervise students using our ‘Oasis’ wellbeing and private study room.**
- **Assess and support students with mild to moderate mental health difficulties, including anxiety and depression.**
- **Advise students on sleep hygiene, problem-solving, and managing panic attacks.**
- **Contribute to risk assessments and safety plans for students with mental health concerns, especially in relation to school trips.**
- **Contribute to the in-house provision of bespoke courses to boost wellbeing and self-esteem**
- **Provide tailored mental health and wellbeing provision for our small boarding community.**

### Referral and Liaison

- **Develop and manage referral pathways to internal and external mental health services, including CAMHS.**
- **Maintain clear communication with students, staff, and parents regarding referral processes and waiting times.**
- **Liaise with external professionals (e.g., GPs, therapists) and internal teams and professionals (e.g Director of Learning Support and Wellbeing Mentor) to coordinate care and support.**



# Job Description

## Staff Wellbeing

- Assess staff mental health needs through surveys and feedback mechanisms.
- Provide confidential support and signposting for staff wellbeing.

## Training

- Deliver and/or coordinate external training for staff and parents on managing student mental health.

## Curriculum and Education

- Contribute to the PSHEE and pastoral programme by advising on relevant mental health content.
- Support the pastoral team in educating the school community on managing common mental health challenges.

## Additional Duties

- Regularly evaluate the effectiveness of mental health provision and report findings to the Deputy Head Pastoral
- Stay informed of current best practices and policy developments in student mental health.
- Support with planning, organising and delivery of the Annual Festival of Wellbeing
- On occasion, support key students with vulnerabilities on school trips



# Further Details

**The Employer** is Warwick Schools Foundation.

## Salary

The salary scale for this role is P28 – to P30 depending on experience. P28 (actual) £21,678 – P30 (actual) £22,954

## Benefits for Staff

- Staff Fee remission at our Myton Campus
- Complimentary lunch and refreshments
- Free parking
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Salary sacrifice schemes
- Use of the Sports plex for staff
- A strong, supportive staff community

## Pension

Applicants will be automatically enrolled into a competitive contributory pension scheme (employer contributions up to 14%).

## Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

## Appointment Method

Interview

## The Application Form

Candidates must submit a letter of application outlining how they meet the job and person specification and what they can offer to the Department and the School.

If you have any queries about the completion of the form, please contact Mrs Sarah Norton (Head's PA) [s.norton@warwickschools.co.uk](mailto:s.norton@warwickschools.co.uk)



## Appointment Timetable

Deadline for submission of applications (on the standard application form): Monday 4<sup>th</sup> May

Interview date: To be confirmed



# Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to a high level with good Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>Psychology or equivalent degree</li> <li>Mental Health First Aid or equivalent qualification</li> <li>Training in CBT or other therapeutic approaches</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Copies of qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working with young people in a mental health or pastoral care capacity</li> <li>Knowledge of adolescent mental health and evidence-based interventions</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a school or educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to work independently, using own initiative.</li> <li>Ability to work under pressure using time management and organisational skills to ensure adherence to tight deadlines.</li> <li>Ability to interpret varying situations and solve problems on a day-to-day basis.</li> <li>Ability to adapt to new systems</li> <li>Excellent communication skills and interpersonal skills.</li> <li>Ability to work collaboratively with staff, students, and external agencies.</li> <li>Willingness to undertake Senior Mental Health Lead and Designated Safeguarding Lead training.</li> </ul>		<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Professional references</li> </ul>



	Essential	Desirable	Method of assessment
<b>Personal competencies and qualities</b>	<p>A wholly professional attitude to include:</p> <ul style="list-style-type: none"> <li>• Commitment to high standards.</li> <li>• Commitment to own professional development.</li> <li>• Commitment to collaboration, where appropriate, with other schools in the Foundation.</li> <li>• Support for school aims and policies.</li> <li>• Ability to be positive and enthusiastic.</li> <li>• Tact and discretion and understanding the importance of confidentiality and discretion.</li> <li>• Loyalty and dependability.</li> <li>• Soundness of judgement.</li> <li>• Ability to prioritise and organise self.</li> <li>• Ability to listen and work in a team.</li> <li>• Strong interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a “can do” attitude with good communication skills both on the phone and in person that allows effective communication at all levels.</li> <li>• Ability to prioritise.</li> <li>• Creates a good rapport with staff, parents, and pupils.</li> <li>• Ability to organise self and work independently.</li> <li>• Ability to listen.</li> <li>• Ability to work in a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school’s policies</li> <li>• A willingness to adhere to the school’s policy on safeguarding and to undertake training as required</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional references</li> <li>• Successful DBS Clearance</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>		





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Banbury Road, Warwick CV34 6YE  
01926 494485  
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