



SURBITON

HIGH SCHOOL

Job Description

Job Title:	Pupil Well-being and ELSA Coordinator
Job Purpose:	To lead and coordinate the School's approach to pupil well-being, providing emotional literacy support and early intervention, and working collaboratively with staff, parents and external stakeholders to ensure pupils thrive personally, socially, emotionally and academically.
Reporting Line:	Head of the Girls' Preparatory School
Start Date:	September 2026
Salary:	Permanent, Part-time 4 hours per day: 10am to 2:00pm, 16 hours per week 4 days per week: Tuesday to Friday Term-time (36 weeks)
Remuneration:	£10,038 - £10,873 actual salary, based on an FTE of £29,536 - £31,995

Surbiton High Girls' Preparatory School offers a warm and caring environment where pupils can thrive both academically and personally. Emphasising individual development, we foster a culture of high achievement and motivation, ensuring our pupils excel in all subjects and achieve outstanding outcomes.

We are seeking an enthusiastic and dedicated Pupil Well-being and ELSA Coordinator Assistant to join our team. This is an excellent opportunity to be part of a supportive and ambitious School, committed to nurturing both staff and pupils.

Key Responsibilities:

- Work with the SLT to develop, implement and evaluate a whole-school well-being strategy aligned with the school's aims and values.
- Promote a culture that prioritises pastoral care, emotional development and positive mental health across the school.
- Work closely with the Designated Safeguarding Lead (DSL) and Prep School DDSL to ensure well-being provision complements safeguarding practice.

ELSA support and pupil intervention

- Provide 1:1 and small-group wellbeing support.
- Plan and deliver ELSA sessions for identified pupils, focusing on emotional literacy, resilience, social skills, self-esteem and anxiety management.
- Maintain clear, accurate records of interventions, outcomes and pupil progress.
- Develop and review personalised support plans for pupils receiving ELSA or well-being support.
- Provide brief reports to parents, teachers and pastoral leaders on progress and recommended next steps.



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Staff support and collaboration

- Provide guidance to staff on promoting pupils' emotional well-being and understanding emerging mental health needs.
- Work with form teachers and Phase Leaders to ensure appropriate in-class strategies and reasonable adjustments are in place.
- Support staff in developing their confidence in recognising and responding to early signs of emotional difficulty in pupils.

Partnership with parents and carers

- Build strong, trusting relationships with parents and carers, providing advice and sharing strategies to support children at home.
- Communicate with sensitivity and professionalism when discussing concerns or progress.

Training, development and compliance

- Keep up to date with current guidance in children's mental health, pastoral care and ELSA practice.
- Contribute to staff training on well-being, emotional literacy and early intervention approaches.
- Support the DSL in ensuring the school meets statutory and regulatory expectations, including those in the Keeping Children Safe in Education (KCSIE) guidance.
- Uphold the highest standards of confidentiality, safeguarding and professional conduct.

General responsibilities

- Participate in relevant meetings, duties and school events.
- Contribute to a positive, child-centred school culture.
- Undertake any reasonable duties commensurate with the role as requested by the Head.



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Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications and training

- ELSA qualification (or willingness to undertake this training as soon as possible).
- Relevant professional qualifications desirable (e.g. teaching, counselling, psychology, child development or pastoral care).
- Evidence of continued professional development in well-being, mental health or pastoral support is essential

Experience and Knowledge

- Experience supporting children's emotional well-being in a school or child-centred setting is essential.
- Experience delivering one-to-one or small-group interventions is desirable.
- Experience working collaboratively with teachers, parents and, where appropriate, external professionals would be an advantage
- Familiarity with independent school pastoral expectations would be an advantage
- Strong understanding of emotional development, attachment, trauma-informed practice and children's mental health.
- Understanding of UK safeguarding legislation and the KCSIE statutory framework.
- Awareness of barriers to learning created by emotional or social difficulties.
- Knowledge of strategies to support pupils with anxiety, friendship issues, low self-esteem or behavioural challenges.

Skills and abilities

- Excellent interpersonal and communication skills, with the ability to build trusting relationships with pupils.
- Ability to respond sensitively, calmly and professionally to pupils' emotional needs.
- Strong organisational skills, including record-keeping and managing a varied workload.
- Ability to work collaboratively yet with a high degree of autonomy.
- Good judgement, discretion and the ability to maintain confidentiality.
- Ability to liaise effectively with parents, teachers and external agencies.

Personal qualities

- Warmth, empathy and a child-centred approach.
- Patience and emotional resilience.
- Professional integrity and strong ethical standards.
- Reflective, proactive and committed to ongoing training.
- Positive, approachable and compassionate in all interactions.



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To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications: **Midnight, Monday 11 May 2026**
Interviews to be held week commencing: **18 May 2026**

*Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com*



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice (rated 'excellent in all areas' by ISI 2023).

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.