



RECRUITMENT INFORMATION PACK

MENTAL HEALTH
PRACTITIONER
(P/T)

PREP SCHOOL

Location: Holt, North Norfolk, UK

Contract: Part-Time/ 3 days/ Term-Time + INSET

Required for: September 2026 or at the earliest opportunity thereafter

Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



GRESHAM'S

ESTD 1555



**A M E S S A G E F R O M
D O U G L A S R O B B ,
H E A D M A S T E R**

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have a link below which I hope you will find useful:

visitnorthnorfolk.com

With best wishes,

A handwritten signature in black ink that reads "Douglas Robb". The signature is written in a cursive style and is positioned above a horizontal line.

Douglas Robb



**A M E S S A G E F R O M
S A R A H H O L L I N G S W O R T H ,
H E A D O F P R E P S C H O O L**

Thank you for your interest in joining Gresham's Prep School.

You would be joining us at an incredibly exciting time as we prepare for our move to the new, state-of-the-art Dyson Campus, an ambitious project that will shape the future of teaching and learning at Gresham's for years to come.

At Gresham's, *character* is our compass, *curiosity* our engine and *critical thinking* our toolkit, values that underpin not only the learning experiences of our pupils but also the collaborative and forward-thinking culture of our staff.

We warmly encourage you to find out more about the School, and we hope you will be inspired to apply for this role. Please do not hesitate to contact us if you would like further information or to arrange a visit, we would be pleased to welcome you.

Our Prep School serves children aged 7 to 13, with pupils joining our Nursery and Pre-Prep in the Old School House before moving to our purpose-built Prep School site in Year 3. Our curriculum is designed to be both rigorous and inspiring, supporting intellectual growth, creativity and independence.

We are proud of the learning environment we offer. Our facilities include spacious, well-resourced classrooms, a dedicated Art, Design Technology and ICT centre (the Butterwick Centre), a modern Music School, and extensive outdoor space and playing fields.

As part of the wider Gresham's community, we benefit from outstanding shared facilities at the Senior School, including the Auden Theatre, Britten Music Building, Chapel, and superb sports amenities such as a 25-metre swimming pool, astro hockey pitches, squash courts, a sports hall, and a shooting range. Our Outdoor Education Centre provides opportunities for adventure and experiential learning, while pupils also access the innovative Dyson Building for science and technology.

Boarding remains a key part of life at Gresham's. Our co-educational boarding house, Kenwyn, offers a warm and supportive environment, with many pupils opting to flexi-board. A vibrant co-curricular programme extends into the evening, enriching each child's experience and helping to build a strong sense of community.

What truly sets Gresham's apart is our team. We are fortunate to have an exceptional group of dedicated, skilled, and enthusiastic professionals who contribute not only to academic achievement, but to the personal growth and wellbeing of every pupil. As a member of staff, you'll find yourself in a supportive and ambitious environment, where your professional development is encouraged and your contributions are genuinely valued.

We look forward to hearing from you and to welcoming you to Gresham's Prep School at this pivotal and inspiring moment in our journey.

With Best Wishes,

Sarah Hollingsworth



T H E P R E P S C H O O L

Good relationships, good humour and commitment to the progress and welfare of all our pupils lie at the heart of all we do at Gresham's Pre-Prep School.

Working here requires great commitment but is very rewarding.

S C H O O L L I F E

Life at Gresham's Prep School is great fun! Our ethos is built around being kind, with the 'three R's' of Respect, Resilience and Responsibility at the core of all we do here. Our boarders begin their day with a delicious breakfast and our day pupils join them between 8 and 8.20am, when children head to their tutor groups to start the day. A rich mix of academic lessons, sports and extra-curricular activities built into each day ensures that our children have a wide variety of opportunities to explore their talents and interests across 6 days a week, Monday – Saturday during term time.

Prep is completed at school in tutor groups, leaving evenings free to relax with family or to participate in activities from competitive swimming to bullet journaling, to rehearse for drama productions or to train in a variety of sports. Saturday School (from Year 5 upwards) starts with our Chapel service and includes academic enrichment, sport and a choice of afternoon activities from mountain biking to sea-fishing and mural making to robotics.

S A F E G U A R D I N G

Gresham's School takes its responsibility to ensure that all children are safe and protected from harm extremely seriously. All staff are required to be committed to protecting the well-being of every child. The school has comprehensive safeguarding procedures with which all staff must be familiar.

I N S E T A N D C A R E E R D E V E L O P M E N T

All members of staff take part in regular professional reviews. Regular meetings with the Head of Prep and senior leaders allow staff to develop personally and professionally through dialogue, self-review and continual professional training opportunities. The school is committed to supporting staff development both personally and professionally.

J O B D E S C R I P T I O N A N D P E R S O N S P E C I F I C A T I O N

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.

J O B D E S C R I P T I O N

M E N T A L H E A L T H P R A C T I T I O N E R (P / T) P R E P S C H O O L

R E P O R T I N G T O : H e a d o f P r e p s c h o o l

The part-time role of the Mental Health Practitioner works within our Prep School who support the holistic assessment of pupils' mental health and well-being needs. The role not only provides support to our pupils but also their families through mental health promotion, prevention and early intervention approaches.

P r i m a r y R e s p o n s i b i l i t i e s

- To assist mental health education and support at Gresham's Prep School, with a focus on the systems around a child.
- To support the Lead Mental Health Nurse and Prep Pastoral Team in integrated mental health support for parents and pupils at the Prep School by:
 - Support primary prevention and early intervention for pupils, identifying new and emerging mental health problems at an early stage, before they are established
 - Support secondary prevention, facilitating the integrated 'systems' approach to manage pupils with established mental health difficulties effectively
 - Some involvement in educating all pupils in respect of mental health and wellbeing
- To provide counselling and therapeutic support to pupils at the Prep School.
- To continue to develop the service to ensure that it continues to be responsive to the needs of the pupils

T a s k s a n d D u t i e s

- Work closely with families/parents/guardians of pupils, and tutors to build and maintain the best system around each child

- Provide direct assessment and therapeutic information to pupils and their families and ensure this is communicated to relevant persons within the team
- Work closely with the Head of Pastoral Care and the Mental Health Team to discuss caseloads and support strategies for individual pupils
- Work closely with the School Doctor, LMHN and the consultant psychiatrist to discuss caseloads and support strategies for individual pupils
- Liaise with external services, specialists and other members of the primary healthcare team and Social Services where appropriate, including participating in case conferences
- Sit on the Welfare Committee at the Prep School to provide expert mental health input and attend meetings as set out in the Mental Health Policy
- Work closely with other members of the Health Centre team to ensure seamless and continuous care.
- Liaise with local GPs, Health Centre teams and pharmacy staff as appropriate.
- Work with health professional colleagues, internally and externally, to ensure the development and maintenance of an appropriate Health Centre service.

E d u c a t i o n

Of Staff, to equip them to identify new/emerging mental health problems, teach positive mental health and wellbeing and support the pupils in their care:

- Drop-In Sessions for Staff – to provide bespoke advice on supporting individual/groups of pupils.
- Active involvement in INSET
- Update members of staff, as appropriate, in relation to mental health matters relating to pupils.

Of Parents, to provide psychoeducation and equip them to support the mental health and wellbeing of their children, at particular times of increased stress (e.g. exams, social difficulties, bullying, anxieties re. friends, other major school events):

- Bespoke education by liaison with current caseload parents, via phone, email and in person
- Regular general parent talks and email communications

M e n t a l H e a l t h S u p p o r t

- 1:1 individual mental health support for pupils from 7-13 years old
- Respond swiftly and appropriately to pupils presenting with mental health conditions – in particular suicidal ideation, self-harm and eating disorders
- Establish a resource base of mental health resources
- Complete individual mental health care plans for each pupil with mental health conditions or concerns. Updating as necessary and reviewing regularly. These should be uploaded to CPOMS.
- Completion of Safety Plans with pupils if necessary and ensure these are communicated to relevant staff.
- Respond to possible child protection issues appropriately, following school protocol.
- Participate in annual clinical appraisal, linked with the school appraisal system with Line Manager

P r e v e n t a t i v e H e a l t h

- Promote and support evidence-based practice

- Follow Government initiatives concerning health promotion.

A d m i n i s t r a t i v e

- Maintain computer-based medical records accurately, confidentially and securely
- Maintain general office procedures.

H e a l t h & S a f e t y

- Be involved in and aware of Health and Safety issues within the School affecting staff, pupils or the environment.

P e r s o n a l

- Maintain regular clinical supervision
- Ensure commitment to professional development
- Utilise/participate in internet/on the job coaching/formal training/personal reading/networking as required in furtherance of own personal development.
- Participate in the school's professional development programme.

The position gives the regular opportunity for contact with children and young people and is therefore classed as a regulated activity.

The role therefore requires:

- Having read and understood current KCSIE guidance and the School's Safeguarding and Child Protection policy, and a commitment to implementing these.
- Attending all Safeguarding training.
- A commitment to ensuring Gresham's is a safe environment through a sensitive and vigilant approach to working with young people, and to reporting all concerns.

P E R S O N S P E C I F I C A T I O N

Q U A L I F I C A T I O N S	E S S E N T I A L	D E S I R A B L E
Professional qualifications (Nurse, Social Worker, OT)	✓	
Registered Mental Health Nurse		✓
Current Registration/Revalidation	✓	
P R O F E S S I O N A L W O R K E X P E R I E N C E	E S S E N T I A L	D E S I R A B L E
At least 2 years of experience working in an appropriate mental health setting	✓	
Up to date CPD	✓	
UP to date Child Protection Training	✓	
Holder of up to date First Aid certificate	✓	
Experience of keeping clear accurate confidential records	✓	
P E R S O N A L C O M P E T E N C I E S A N D S K I L L S		
A thorough knowledge and deep understanding of child/young people mental health issues	✓	
Experience of working with external healthcare professionals and multi-agency teams	✓	
Experience working with children, young people and their families	✓	
Experience in provision of school-age preventative mental health education		✓
Experience of group work and willingness to deliver group sessions	✓	
Experience of and ability to work effectively with children from 7-13 years old individually	✓	
Experience of electronic record keeping		✓
Experience of and ability to offer clinical supervision to other adults		✓
Experience of delivering mental health training to others		✓
Happy to work in a team and be guided by others	✓	
Outstanding communication skills in person, on the telephone, and in writing	✓	
Ability to build strong relationships with children, parents, staff and medical professionals	✓	
Ability to work with complete discretion	✓	
Professional outlook and behaviour at all times	✓	
Good IT skills, including knowledge and use of Microsoft Office		✓

Ability to promote and safeguard the welfare of children	✓	
Willingness to learn new skills	✓	
Ability to work in a non-judgmental way	✓	
Ability to maintain a professional therapeutic relationship with pupils, parents and colleagues with an awareness of personal limitations and role boundaries.	✓	
Ability to prioritise a multitude of tasks within a busy environment	✓	
Ability to work accurately and efficiently with attention to detail	✓	
Willingness to comply with all school policies and procedures	✓	
Understanding of issues surrounding confidentiality	✓	
Ability to interpret behaviour and distinguish between symptoms and underlying causes	✓	
Physically and emotionally resilient	✓	
Independent and creative thinker	✓	
Confidence and competence to work independently whilst always ensuring clear communication and rationale shared with others within the team.	✓	
Good sense of humour	✓	
Caring and supportive personality	✓	
Flexible, motivated, adaptable, 'can-do' attitude	✓	

R E M U N E R A T I O N A N D O T H E R B E N E F I T S

S A L A R Y

This role offers a competitive salary which is dependent on experience.

914.5 paid hours based on 24 working hours per week/ working across 3 days and inclusive of paid statutory holiday

33 term-time working weeks plus INSET days

Actual Salary range £14,961 - £18,207*

*Please note the above actual salary is calculated to the FTE (37.5 hours) salary range across 52 weeks being from £31,902 - £38,824

W O R K I N G H O U R S

Part Time – 24 working hours per week across 3 days

Term-time is assumed to be 33 weeks plus INSET

B E N E F I T S

- School's Contributory Pension Scheme (after completion of three months' service)
- Private Medical Scheme (contributory)
- Free school lunch during term-time when on duty
- Car parking on site
- Life Assurance
- Free use of swimming pool, gym and other sports facilities (specified times)
- Free/reduced price tickets to performances in the Auden Theatre

P E R S O N A L D E T A I L S

ELIGIBILITY TO WORK

When you apply for any of our school vacancies, it is important that you are aware of your eligibility status and can meet the criteria set, for you to legally work in the UK. Appointment will be subject to verification of the appointee's valid Right to Work (RTW) in the UK documentation.

For more information, visit the <https://www.gov.uk/legal-right-work-uk>

EQUALITY & DIVERSITY MONITORING

In order that we can continue to develop and meet our obligations under the Equality Act you will complete this form as part of the application process via MyNewTerm. The information within this form will be used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be used during the selection process or seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

RETENTION OF RECORDS

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (Privacy Policy is available on our website: www.greshams.com.)

DISCLOSURE AND BARRING SERVICE

Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be considered for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

INTERVIEW PROCESS

If you are invited to attend an interview you will be required to complete a *Suitability to Work With Children Declaration Form* prior to interview and provide evidence of your identity on the day of your interview, from the following examples:

- A UK Birth certificate
- Passport and/or UK driving licence (including a photo-card);
- UK firearms licence;
- Evidence of your Right to Work status

- a utility bill or bank/building society statement showing your name and home address (less than three months old);
- Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);
- Original documents of educational and professional qualifications referred to in your application form.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration), you will be required to provide documentary evidence of the change.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Please note: Should you be successful following interview, you will be asked to provide documentation to assist in the processing of an Enhanced Disclosure (DBS). If you are on the DBS Update Service, you will be required to bring along the certificate that relates to this subscription.

Details of Online Profile: Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All candidates are therefore required to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide within the application form. If we carry out a search, we will also search more widely for any other online information about you.

You are **not** required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

CONDITIONAL OFFER OF APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- Valid Right to Work documentation in place
- Receipt of a minimum of two satisfactory references

- Verification of identity and qualifications
- A satisfactory DBS (Disclosure and Barring Service) disclosure
- Verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances
- Completion of Online Safeguarding Training (details of the provider will be sent by HR)

S A F E G U A R D I N G

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the School. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe in Education 2025 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out online before employment commences.

I M P O R T A N T T O N O T E

Where information on a candidate is found;

- To be on the DBS Children's Barred List,
- To be on the Protection of Children Act List
- Their DBS disclosure shows they have been disqualified from working with children by a court
- They have been found to have provided false information in their application or in support of their application or are the subject of serious expressions of concerns as to their suitability to work with children

The facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Q U E R I E S

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

HOW TO APPLY

MENTAL HEALTH PRACTITIONER (P / T)

If you would like to apply for the position of part-time Mental Health Practitioner at the Prep School, you will need to complete an application form via our [website](#). Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

COMPLETING YOUR APPLICATION FORM

- Please read through all information provided before completing your application form
- We require information about all applicants to be presented in a consistent format
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible
- Continue on a separate sheet if you require more space to complete any section

GUIDANCE FOR THE COMPLETION OF THE SECTION 'SUPPORTING STATEMENT'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff, it is important that you use this section of the application form to also outline how your interests, skills and qualifications may contribute to extra-curricular activities at Gresham's.

REFERENCES

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

Please note: Shortlisted applicants for all posts (academic and support) are advised that references will be taken up prior to interview, unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

SUBMISSION OF APPLICATIONS

All application forms should be submitted through our website vacancies page following the job link to MyNewTerm.

H O W T O A P P L Y (c o n t i n u e d)
M E N T A L H E A L T H P R A C T I T I O N E R
(P / T)

The recruitment team can be contacted via hr@greshams.com or by calling 01263 714623 / 714589.

Please submit your application by the closing date of **31st August 2026**. If your application is submitted after this time, we will not be able to accept it.

Interviews dates to be confirmed.

Required for: September 2026 or at the earliest opportunity thereafter

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

01263 714500

www.greshams.com

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