



# Working at Lawrence Sheriff School



**WELLBEING MENTOR**

# WELLBEING MENTOR

Fixed term maternity cover – Part time

**30 hours per week, Monday – Friday (ideally six hours per day, but negotiable) for 40 weeks per year  
(term time and training days plus additional 1 week during the school holiday periods)**

**Scale E (points 5 - 6): £18,378.79 - £18,670.46 per annum (£25,583 - £25,989 FTE)**

**Required from March 2026**

*'This school is a truly special place. Pupils flourish here' Ofsted March 2022.*

Is your perception that, as a boys' grammar school, we will be overly traditional and elitist? Think again! If you want to become part of a calm and happy school community then Lawrence Sheriff may well be the place for you!

Lawrence Sheriff School is an outstanding boys' grammar school of approximately 1200 students, around 450 of whom are in our coeducational sixth form. As a National Teaching School, we have played a significant role in initial teacher training and continuous professional development across the region. Our Teaching School Hub status also enables us to offer all staff varied and interesting opportunities to enhance their practice.

We are looking to recruit a Wellbeing Mentor to assist the Wellbeing and Pastoral Manager in the daily running of the Wellbeing office to cover a colleague's maternity leave. The role involves supporting pupils in their learning and encouraging positive behaviour in and around school, assisting in the transition arrangements for pupils at the beginning and end of the school year and providing medical first aid support to pupils and staff.

The successful candidate will have experience in working with young people and have the ability to provide support through counselling skills. You will have high level interpersonal skills in order to liaise with staff and students, and the ability to communicate sensitively and tactfully with a range of people.

For further information please contact the Personnel department: Tel: 01788 843700, Email:

[recruitment@lawrencesheriffschool.com](mailto:recruitment@lawrencesheriffschool.com)

Closing date for applications:

**09.00 am on Wednesday 25 February 2026**

*Lawrence Sheriff School is committed to safeguarding and promoting the welfare of children.*

*The successful applicant will be required to undertake an Enhanced DBS check.*



# WELLBEING MENTOR

## JOB DESCRIPTION

---

**Line Manager:** Wellbeing and Pastoral Manager

**Salary:** Scale E (Points 5 - 6): £25,583 – £25,989 FTE

The appointed candidate will be placed on the starting point of the pay scale, with annual increments awarded until the top of the scale is reached

**Hours of work:** 30 hours per week - Monday to Friday (hours and days negotiable for the right candidate), 40 weeks per year (term time and training days plus additional 1 week during the school holiday periods)

---

### **Post Objectives**

Supporting and assisting the Wellbeing and Pastoral Manager in the daily running of the Wellbeing Office, the Wellbeing Mentor will be expected to support the aims and objectives of the school and promote the values and ethos of the school through the pastoral system.

**Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.**

### **Safeguarding and Confidentiality**

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

---



## 1. Responsibilities

### Main Duties

The range of duties associated with the role are likely to vary on a day to day basis. However, the job is likely to include:

- Support pupils, Years 7 to 13, in their learning, and encouraging positive attitudes and behaviour in and around school
- Be, or become, Early Help trained
- Provide appropriate psychological support to pupils, especially with regards to mental health issues
- Assist in the transition arrangements for pupils at the beginning and end of the school year
- Support Heads of House and Heads of Year on pastoral and academic issues affecting students
- Liaise with Form Tutors/Heads of Department as required
- Liaise with teachers and departments in relation to behaviour and learning of individual and groups of students
- Provide medical first aid support to pupils and staff, including maintaining supplies and the first aid register
- Lead on arranging pupils' vaccinations
- Mentor identified pupils on a 1 to 1 or small group basis
- Follow up pupil/staff concerns, making phone calls and written contact with parents, as appropriate
- Work with the Student Council on a range of pastoral issues
- Participate in weekly meetings with the wellbeing team
- Contribute to recording of pastoral information in CPOMS

### General

- Attend required meetings and training sessions
- Support safeguarding and child protection measures and promote the welfare of students
- Follow school policies, practices and procedures
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy

2. Complete all tasks to the highest possible standard
3. Be punctual and discreet
4. Work on own initiative
5. Report any issues or incidents to your appropriate supervisor
6. Undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and its grading and as directed by the Headteacher
7. Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school



The above list is not a definitive guide to the duties associated with the post. The post holder will have the opportunity to develop the role and take on new challenges and is suitable for someone looking to develop their career within a busy school environment.



# WELLBEING MENTOR

## PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>
<b>Qualification</b>	A good general education, including Maths and English	A First Aid Qualification
<b>Experience</b>		Use of Microsoft Office packages Use of SIMS packages General office skills Experience of working in a secondary school environment Working with children/young people First Aid/ Medical experience Pastoral Experience
<b>Skills and aptitudes</b>	Ability to provide support through counselling skills Excellent organisational skills Ability to use initiative and prioritise effectively Ability to communicate sensitively and tactfully with a range of people Ability to work calmly under pressure A willingness to undertake appropriate training Ability to work in a team Ability to maintain confidentiality	Understanding of issues facing schools and parents Understanding of mental health issues
<b>Personal qualities</b>	Excellent interpersonal skills Flexible Organised Discreet Reliable Empathetic	





**Lawrence Sheriff School opens doors  
for both students and staff.**

**Why not join us?**



Lawrence Sheriff School  
Clifton Road  
Rugby  
Warwickshire  
CV21 3AG

Telephone: 01788 843700  
Email: [recruitment@lawrencesheriffschool.com](mailto:recruitment@lawrencesheriffschool.com)  
Website: [www.lawrencesheriffschool.net](http://www.lawrencesheriffschool.net)  
Instagram: [www.instagram.com/lawrencesheriffschool](https://www.instagram.com/lawrencesheriffschool)