



ABINGDON



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# MENTAL HEALTH & WELLBEING PARTNERSHIPS COORDINATOR

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**Closing Date: 06 NOVEMBER 2026 (Midday)**  
**Interviews: 17 NOVEMBER 2026**



Job Pack AS08



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# Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Schools Group. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the Group to deliver the very best academic, pastoral and Other Half opportunities to our students.

Please take some time to look at our websites, as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Schools Group is a community of some 1650 students across Abingdon Prep, Abingdon School and The Manor Prep. Boarding is available at Abingdon School from 13+ and boarding houses are full with around 150 boarders. Our Sixth Form has around 380 students and we employ around 500 teachers and support staff across the Group. The Board of Governors oversees the whole Group.

Our schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including renovated and extended boarding accommodation and a state of the art dining pavilion. Other recent developments include a dedicated Sixth Form Centre, library, Art department and Science Centre. We also have new facilities for Economics and Business Studies; and Computer Science, alongside two additional houserooms for the students. Furthermore we have recently added to our extensive sports facilities - both at Tilsley Park and on the senior school campus - these offer some of the best sports resources in the area. The Group benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In September 2026, we welcomed our first co-educational cohorts to the First Year and Sixth Form at Abingdon, with co-educational entry to our Third Year (13+) from September 2028.

Abingdon School may be over 760 years old but we are a forward-looking, dynamic group of schools. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.



A handwritten signature in black ink that reads "Justin Hodges".

Justin Hodges  
Director of Finance & Operations

# Abingdon School in Partnership

The aim of Abingdon School in Partnership, ASiP is to build relationships with the local community and in particular, our partner schools, to the benefit of and to challenge all staff and Students across the town.

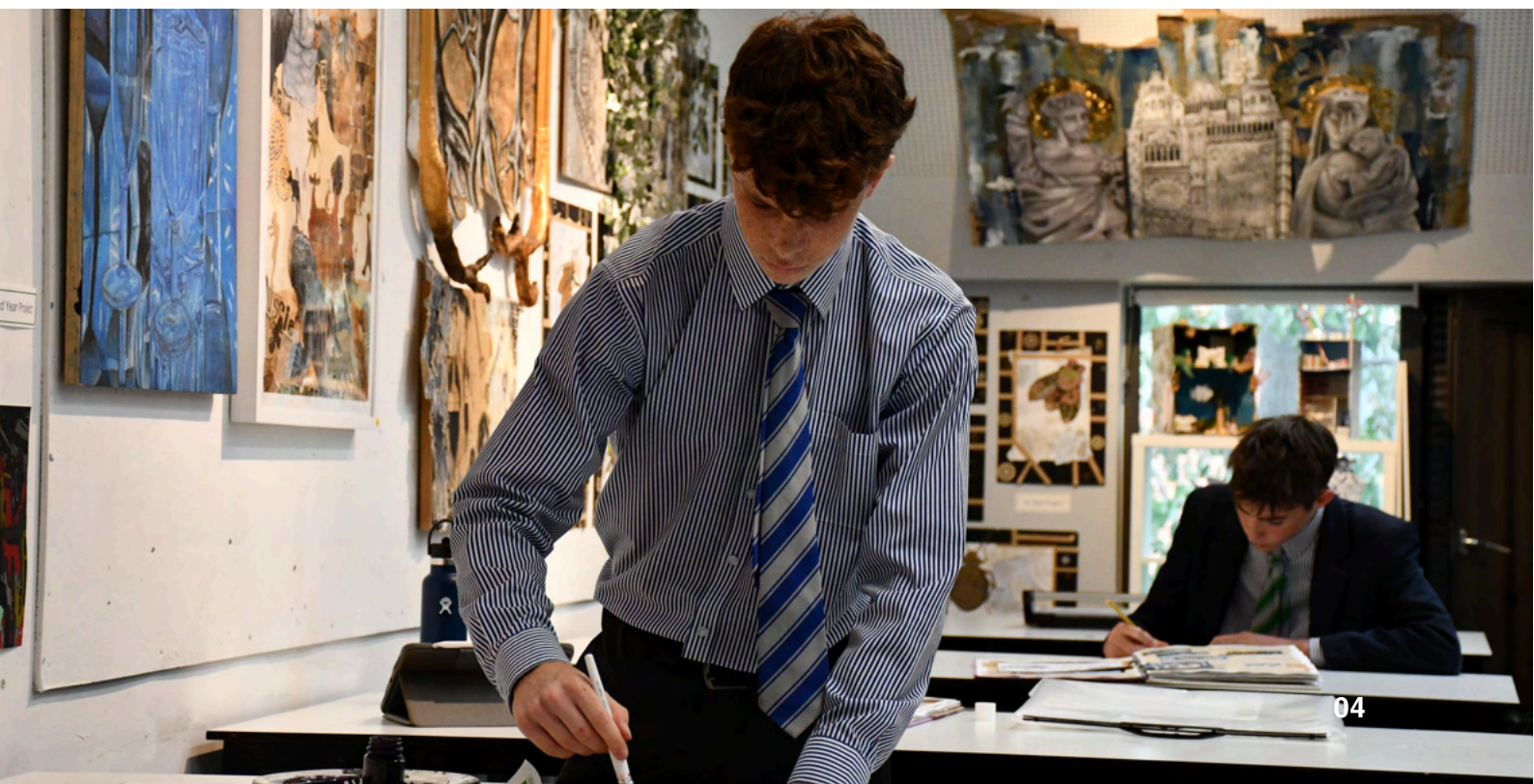


- Our Vision: Central to an Abingdon School education is our nationally respected partnership programme where community, collaboration and challenge run through all aspects of school life.
- Our Mission: To help our students become ambitious and resilient, staff to be collaborative and reflective, parents to feel informed and engaged, and for all stakeholders to feel support by and given opportunities through partnerships.

Abingdon School has a rich educational heritage and we have worked with local schools for many years. We work closely with Fitzharrys School, the School of St Helen and St Katharine, Radley College, Larkmead and John Mason as well as many of our local primary schools. The fundamental aim of this partnership is to build a culture of learning opportunities for students and staff across the whole town.

Our partnership programmes have become increasingly embedded within the community and staff and students from across schools have benefitted from our programmes. Our programmes cover a range of areas including Primary Partnerships, mental health and wellbeing, sport and leadership.

The Partnerships team is made up of a group of staff members led by Director of Partnerships, Robin Southwell-Sander. The team is supported by Partnership Manager Jess Burns.



# OX14 Learning Partnership



The OX14 Learning Partnership is a formal partnership between Abingdon School, John Mason, Fitzharrys, Radley, Larkmead and St Helen and St Katharine. Events and activities that fall within OX14 Learning Partnership focus on the core aims below:

- **Inspire:** To provide opportunities for aspiration and challenge though widening horizons for all stakeholders.
- **Challenge:** Use extra-curricular activities to develop character, promote cultural engagement and support civic pride.
- **Support:** Support the mental health and wellbeing of students, staff and parents using a whole partnership approach.

Through these aims we provide mutually beneficial, sustainable opportunities for students, staff and parents across the town.

Further information about the OX14 Learning Partnership can be found on the website:

<https://www.ox14lp.org.uk/>



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# Job Description

## The Role

**Location:** Based at Abingdon School with visits to OX14 Learning Partnership Schools and local Primary Schools along with charities and other relevant organisations.

**Department:** Partnerships

**Reports to:** Director of Partnerships

The Mental Health and Wellbeing Partnerships Coordinator will play a flexible and evolving role in supporting the wellbeing needs of children, young people, staff and families across Abingdon School's partnership network. Working across primary, secondary and community settings, the postholder will help develop and deliver a range of initiatives which may include targeted pupil support, PSHCE and RSE resources, staff training, parent engagement, student leadership programmes, partnership events and links with external charities.

The role is intentionally broad, allowing the successful candidate to shape priorities according to their experience, the needs of partner schools and the wider OX14 community, while maintaining a clear focus on collaboration, prevention, inclusion and measurable impact. This is a Mercers' Company funded role for 3 years with clear targets and intended outcomes.



# Job Description (cont.)

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to:

## 1. Primary & Secondary Educational Support

- Engaging with primary and secondary schools to support MHWB through existing and new initiatives which could include:
  - **Targeted Intervention:** Facilitate small group support sessions within school settings to address specific wellbeing needs.
  - **Curriculum Integration:** Support the PSHCE curriculum in schools to ensure a cohesive approach to mental health, this could include assemblies, lessons and resources as well as CPD sessions for staff.
  - **Puberty & RSE:** Lead the 'Preparing for Puberty' programme and deliver age-appropriate Relationships and Sex Education (RSE) sessions for local Primary Schools.

## 2. Event Planning & Leadership

- **Supported OX14 LP Event:** Work with the team on the planning and delivery of this OX14 LP wellbeing event.
- **Primary Partnerships:** Support Primary Partnership sessions and events
- **OX14 Pride:** Champion inclusivity by leading and supporting OX14 Pride initiatives across the partnership.
- Work with **Peer Support Leads (PSLs)** and support with their annual training programme.



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# Job Description (cont.)

## 3. Community & Professional Development

- **Staff Training:** Support training sessions to upskill school staff in mental health first aid and wellbeing strategies.
- **Parental Engagement:** Host webinars and workshops to provide parents with tools to support their children's mental health.
- **Charity Liaison:** Act as the primary point of contact for local and national mental health charities to bring external expertise into the partnership.

## 4. Strategy & Relationship Management

- **Impact Evaluation:** Develop and implement frameworks to measure the effectiveness of wellbeing programmes, ensuring data-driven improvements. This will feed into regular reports submitted to the Mercers' Company.
- **Stakeholder Relations:** Proactively build and maintain strong professional relationships with colleagues across all partner schools.



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# Person Specific Criteria

## Essential Qualities

- **Experience:** Proven track record in mental health support, education, or youth work.
- **Communication:** Ability to adapt delivery style for audiences ranging from primary pupils to school leadership and parents.
- **Organisation:** Strong project management skills, particularly in event planning and multi-school coordination.
- **Passion:** A deep commitment to the local community and the principles of mental health and wellbeing in education
- Displays commitment to the principles of equity, diversity and inclusion
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people



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# Further Information

## Hours and weeks of work

This is a part-time role working 20 hours per week, 34 weeks a year.

- Weeks of work:
  - Term time only (34 weeks)
- Hours of work:
  - 20 hours a week
- Work pattern:
  - Tuesday, Wednesday and Friday
- Full Time Equivalent (FTE):
  - Full time support staff roles within the Abingdon School's Group work 40 hours per week, 52.14 weeks per year.
  - Part time FTEs are therefore calculated as a fraction of a total of 2085.6 hours.
    - The FTE for this role calculates as follows:
    - 34 weeks of work x 20 hours per week + 5.6 weeks holiday pay = 792 hours
    - $792 / 2085.6 = 0.3797$  FTE

## Salary

The salary for this role is £14,714 (0.3797 FTE) based on a FTE salary of £38,751 per annum. This salary is based on relevant skills and experience.



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# Further Information

## NOTES

- This role is offered on a **fixed term contract for 3 years** paid by Partnership funding.
- After successful completion of a four month probationary period, the notice period for this role is two month(s).
- The position is **available immediately** however we will wait for the right candidate so it is dependent on their notice period.
- For an informal discussion about the role please contact **Rob Southwell-Sander, Director of Partnerships**, initially via email: [recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk). Please note this is not part of the selection process.
- For safeguarding reasons, please note we are unable to accept applications by CV. All applicants must complete the standard Abingdon application form via our recruitment portal (MyNewTerm).
- The closing date for applications is **midday on Friday 06 November**.
- Interviews will be held on **Tuesday 17 November 2026**.
- Abingdon is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



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# Further Information

## Training Requirements

The following mandatory training will be provided: Cyber Security, Equality, Diversity & Inclusion, Fire Awareness, Health & Safety, Prevent, Sexual Harassment Awareness & Safeguarding (Triennial).

## Health and Safety at Work

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. All staff are required to confirm that they have read and understood the School's Health and Safety Policy.



# Benefits of working at Abingdon

## Annual Leave:

You'll get 25 days paid time off each year, plus bank holidays (pro rata if part time). Depending on your role, we usually expect you to take your holidays during school breaks, but there can be some flexibility if needed.



92% of our staff say the facilities and resources for staff are good (2026 staff survey)



## Time Off & Flexibility



## Working from Home (WFH):

We may be able to offer flexible working from home options, depending on the nature of your role. If this applies, during term time, you may be able to work remotely for up to 20% of your hours (usually about one day a week). Outside of term time, this increases to 40% (around two days a week). Unfortunately, not all roles can be carried out from home.



## Christmas Closure:

Our all year round staff can enjoy extra time off over the festive period. We offer up to 4 closure days around Christmas/New Year, dates depend on where the bank holidays fall.

## Death in Service Benefit:

For your peace of mind, all support staff aged 18-70 are covered by a scheme that pays out three times your annual salary to your loved ones in the event of your death whilst employed.



## Financial Planning Appointments:

Staff have access to professional financial planning appointment, subject to terms and conditions.

## Outstanding Pension Scheme:

We're serious about your future. We offer staff pension choices, including the option to join an enhanced pension scheme with a 6.4% contribution from you and a competitive contribution of 14.1% from us. Staff can also opt for salary exchange for additional benefits.

## Super Camps Discount:

Need childcare during school holidays? Staff get a discount on courses with Super Camps, and you can use childcare vouchers.



## Financial & Family Support



## Foundation Grant (School Fees):

If your children attend Abingdon School or Abingdon Prep, you could receive a significant discount of up to 25% on their tuition fees (pro-rata for part-time staff). Admission to the School is subject to availability of places and meeting admission requirements. Ask us for more details if this applies to you.



### School Counsellors and Physios:

Staff can also access the services provided by the School Counsellors and the Physios (terms and conditions apply).



### Employee Assistance Programme (EAP):

Life can be tricky, so we provide an Employee Assistance Programme. This offers confidential support and resources for anything from mental health to financial advice, plus a Health Risk Assessment tool to help you stay on top of your wellbeing.



### Sports Centre Membership and Theatre discounts:

Stay active and healthy with free access to the gym and swimming pool at agreed times. You'll also get a discounted membership to the Abingdon Sports and Leisure Club, allowing you to attend exercise classes for free. Staff can also benefit from access to discounted or complementary tickets to a wide range of events at the Amey Theatre.



## Health & Wellbeing



### Cycle to Work Scheme:

Save money and get fit! We offer a Cycle to Work scheme for eligible staff, helping you buy a bike. Contact us for more information.



### Social:

There are regular staff social events and opportunities to join other staff in a range of activities from singing in the choir to playing cricket or football, running in the road relay or even joining in with the staff rock band or staff panto.

### Other Health and Wellbeing Benefits:

Include access to an occupational health provider, free staff 'flu jabs, eye test reimbursement, menopause support and mental health first aiders.



### Free Lunch:

Most staff can enjoy a delicious free lunch and refreshments during term time.



### Free Parking:

We offer free on-site parking and bike storage for all staff (on a first-come, first-served basis).



### Staff Development

We offer a range of online and in-person courses to staff for free including first aid, mental health first aid and health and safety courses. Staff completing higher level professional qualifications or CPD may have their courses fully or partly funded.

### Everyday Perks

“99% of our staff say they have good working relationships with their immediate colleagues (2026 staff survey)”

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# How to Apply

To apply, please go to **MyNewTerm**, our recruitment portal and submit an **application**. Please note we are unable to accept CVs, testimonials or examples of work.

## References:

We require at least two satisfactory references, including one from your current/most recent employer. If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head. References cannot be from a relative or someone known to you solely as a friend.

For safeguarding reasons, references will be taken up before interview unless you have specifically asked us not to.

## Online Checks:

We conduct online searches for all shortlisted candidates to assess their suitability to work with children. Any public information found may be discussed with you at your interview.

## Interviews:

If shortlisted, you'll be invited to attend an in-person interview/selection day which will include one or more interviews and will also include one or more tasks (e.g a written exercise) and a tour of the School. If you are invited for interview, further information will be sent to you with your invitation.

These stages will also assess your suitability for working with children. Your employment history, including any gaps in employment, will be explored at interview.

## Pre-Employment Checks:

If you're invited for an interview, you'll undergo essential checks with HR, including:

- DBS enhanced criminal records check and checks of relevant prohibitions and barring;
- Verification of identity, address, right to work in the UK, and
- Qualifications check.

If you've lived or worked overseas for 3+ months in the last 10 years, please bring original copies of any overseas police checks.

## Conditional Offer & Safeguarding

Any job offer is conditional on successful completion of all required pre-appointment checks, including ID check, DBS check, any required overseas checks, barred list checks, prohibitions from teaching and/or management checks (if applicable), satisfactory references, medical fitness, EYFS declaration (if applicable) and verification of qualifications and right to work in the UK. Staff are also required to read and sign to say they have understood key policies including safeguarding and health and safety.

## Warning!

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Providing false information is also an offence and could result in the application being rejected or summary dismissal (if appointed), and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

## Questions?

Contact our Recruitment Team at **01235 849136** or [recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk)

**We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.**



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ABINGDON

**A leading independent co-educational day and boarding  
school in Oxfordshire for pupils aged 11 to 18 years.**