
Job Description



Job Title:	Wellbeing and Pastoral Mentor
Reports to:	SENCO, Headmaster
Full Time/ Part Time:	Full time
Weeks worked:	Term time only
Role Summary:	To provide high-quality emotional, social, and academic support to pupils through a combination of wellbeing interventions and mentoring. The role is designed to promote pupil wellbeing, resilience, and positive personal development, supporting children to feel safe, calm, and ready to engage in learning.
Professional duties:	You are expected to act in accordance with the aims, policies and administrative procedures of the School

The Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will work closely with pastoral leaders, teaching staff, parents, and external agencies to ensure holistic and consistent support for pupils. Where required, the role will also contribute to partnership work with local community schools, delivering targeted wellbeing interventions.

Main Duties and Responsibilities:

Direct Support for Pupils

- Provide one-to-one special time for pupils aged 4–13.
- Deliver wellbeing and pastoral interventions addressing a broad range of emotional needs.
- Offer mentoring support to promote academic engagement, personal development, and effective coping strategies.
- Facilitate drop-in support sessions.
- Plan and deliver small-group interventions, workshops, and wellbeing clubs.
- Organise and attend meetings with parents and carers to feedback on the interventions which have taken place.

Contribution to Pastoral & Community Work

- Act as an active member of the school's pastoral team, contributing to whole-school wellbeing initiatives.

- Support partnership and outreach work by delivering targeted wellbeing interventions within the local community or partner schools, as required.

Collaborative Working

- Work closely with the School's SENDCo, teaching staff and pastoral colleagues including the School Counselor to identify pupils requiring support.
- Liaise effectively with parents and carers to ensure consistent support.
- Liaise with external professionals and agencies, CAMHS, GPs, and other specialist services.

Safeguarding & Ethical Practice

- Adhere strictly to the school's safeguarding, child protection, and wellbeing policies.
- Work in accordance with professional ethical frameworks (e.g. BACP or UKCP).
- Provide appropriate crisis intervention and follow safeguarding procedures when concerns arise.

Monitoring, Recording & Administration

- Maintain accurate, confidential, and up-to-date records of pupil support.
- Monitor pupil progress and evaluate the effectiveness of interventions, adapting support where necessary.
- Complete required documentation and reports in line with school procedures.

Professional Development

- Attend weekly supervision for the wellbeing and mentoring work
- Take responsibility for ongoing professional development and reflective practice.
- Participate in mandatory training and relevant school-based professional learning.

All members of staff are required to:

Promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a member of staff becomes aware of any actual or potential risks to the safety and welfare of children in the school they must report any concerns to one of the designated Child Protection officers or to the Head.

You may also be required to undertake such other comparable duties as the school requires from time to time (by the Headmaster or Senior Leadership Team)

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the Professional Review process.

CHILD PROTECTION

In the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding and Child Protection Policy which

is posted on the staff intranet. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy. A copy of this policy will accompany all offers of employment.

Person Specification

The Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential <i>These are qualities without which the Applicant could not be appointed</i>	Desirable <i>Extra qualities which can be used to differentiate applicants</i>	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Level 3–5 Mentoring qualification • Further training in youth mental health, and/or child development. • Advanced safeguarding training 	<ul style="list-style-type: none"> • Master’s degree or Postgraduate Diploma in Counselling or Psychotherapy. • Recognised counselling qualification. • Experience of accredited therapeutic frameworks 	<i>Application and interview</i>
Experience:	<ul style="list-style-type: none"> • Working in outreach settings/ schools • Proven experience working with children and young people • Substantial experience delivering one-to-one therapeutic support • Ability to provide mentoring • Experience of meeting and working with parents and carers • Sound experience in safeguarding and risk assessments 	<ul style="list-style-type: none"> • Experience evaluating the impact of therapeutic or wellbeing interventions. • Experience working with mental health services. • Experience delivering structured mental health or wellbeing programmes. • Experience liaising with CAMHS, GPs, or other external agencies 	<i>Application</i>
Skills	<ul style="list-style-type: none"> • Ability to design and implement effective support strategies. • Excellent organisational, communication, and interpersonal skills. • Ability to build trusting relationships with pupils • Excellent written and spoken English. 	<ul style="list-style-type: none"> • Ability to contribute to whole-school pastoral initiatives • Experience working across multiple schools or settings • Experience maintaining detailed outcome data 	<i>Application, interview and tests</i>

	<ul style="list-style-type: none"> • Flexible with a ‘can-do’ approach and able to take initiative; • The ability to communicate effectively at all levels. • Strong organisational skills and ability to manage caseloads • Ability to maintain professional boundaries and confidentiality • High levels of attention to detail and accuracy 		
Knowledge	<ul style="list-style-type: none"> • Strong understanding of the emotional, social, and developmental issues of children aged 4–13 • Knowledge of a range of wellbeing and mentoring approaches and interventions. • Sound understanding of safeguarding and child protection responsibilities • Competency in Microsoft packages. 	<ul style="list-style-type: none"> • Knowledge of whole-school wellbeing approaches • Experience delivering structured mental health programmes 	<i>Application and interview</i>
Personal competencies and qualities	<ul style="list-style-type: none"> • Empathetic, patient, and non-judgemental. • Strong therapeutic presence and emotional intelligence. • Resilient, reflective, and emotionally mature. • Approachable, trustworthy, and calm under pressure. • Able to work independently and as part of a team. • Committed to upholding and promoting the school’s values and ethos. • A confident, professional manner and dress sense 	<ul style="list-style-type: none"> • A willingness to be involved in the wider life of the School. 	<i>Interview</i>

TERMS & CONDITIONS

The terms and conditions below do not form part of a contract and are for information only. Should you be offered and accept employment with The Hall you will receive a contract setting out in full your terms and conditions. All offers of employment are subject to the receipt of references satisfactory to us, proof of eligibility to work in the UK, DBS and out relevant checks.

Salary

Competitive salary dependent on qualifications, skills and experience.

Hours of Work

Full time, 8am to 4pm with a 30 minute paid lunch break. Some flexibility in working hours may be required to meet pupil and school needs.

Probationary Period

This appointment will be subject to the completion of a probationary period of four months to the satisfaction of the Headmaster.

Lunch Period

The lunch break is paid and forms part of your working hours. A complimentary lunch is available when the Dining Hall is in operation.

Holidays

This role includes 25 days' paid holiday entitlement plus bank holidays, which are incorporated into the published school holidays. As a term-time-only position any additional weeks within school holiday periods are non-working weeks.

Pension

The School operates a salary exchange equivalent to a minimum contribution by you of 6% of your basic salary. The School contributes 15% plus the National Insurance Contributions that would have been paid in a non-salary exchange scheme.

Confidentiality

The need for absolute confidentiality and discretion, both within the School and the wider community, must be understood.

Dress Code

All staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking

Smoking, including vaping, is not allowed on or immediately outside any school premises (the footprint of the buildings and grounds) or in areas where smoking might be seen by parents or pupils during working hours.

Health & Safety

The School takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's health and safety policies which are regularly updated and posted on the staff intranet.

Equality and Diversity

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.