



# Wycombe High School

~ Girls' Grammar School ~



Appointment of **Mental Health and Wellbeing Officer**  
**REQUIRED** as soon as possible

**Bucks Pay Scale 5, pt 26 - pt 30 £27,802 - £30,175 pro-rata**  
**(actual salary for 22.5 hours, 39 weeks per annum is £14,404—£15,633)**

**Part time, 3 days per week**  
**(preferably to include Wednesdays and Fridays, if possible)**

**Term time only, (plus Inset Days) i.e. 39 weeks per annum**



**Mind 2021-2022 Silver Award Winners**

APPLY AT  
[WWW.WHS.BUCKS.SCH.UK/VACANCIES](http://WWW.WHS.BUCKS.SCH.UK/VACANCIES)





# The Role

We are seeking to appoint a Mental Health and Wellbeing Officer to provide support to students with SEMH (social, emotional and mental health) needs and offer a service that supports the wellbeing of students in the school. Working closely with the pastoral team, with School Counsellors (both employed and voluntary), and reporting into the Mental Health Lead, the MHWB officer will promote positive emotional and mental health amongst children and staff.

They will work with the Mental Health and Wellbeing Lead to develop a whole school wellbeing strategy (for students and staff), creating a culture within the school that values all students, allows them to feel a sense of belonging and makes it possible to talk about mental health in a positive and non-stigmatising way.

The successful candidate will establish and regularly update a wellbeing page on the school's website and Parent Portal, coupled with an online presence via WHTV and the Pastoral Twitter account.

He/she will plan and deliver student sessions, lessons and/or assemblies on agreed topics related to wellbeing and positive mental health (e.g. mindfulness, resilience, anxiety management, study sessions, stress management), including for Sixth Formers.

Knowledge or experience of working in an educational environment would be desirable, but is not essential. Experience of working with young people is essential.

In return, we offer the opportunity to work in a friendly, vibrant and outstanding school, provide an extremely generous pension and a free Employee Assistance Programme.

In recognition for its work on mental health, Wycombe High School is a Mind Index Silver Award holder.

**KEY DATES:**  
**Deadline for applications**

**Please apply as soon as possible**

# The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. We hope that this booklet and the school prospectus give you a flavour of Wycombe High School.

To help you in your application we show below the characteristics that we are looking for when reading the applications and at the interview.



- Relevant qualification in Psychology, mental health and/or SEN
- Experience of working with vulnerable young people who experience SEMH challenges
- Ability to assess and plan for individual behaviour and emotional needs
- Competent ICT user
- Knowledge of the Children's Act and legislation pertaining to children
- Excellent written and verbal communication skills
- Discretion and trustworthiness
- Professional and able to work within defined standards and procedures
- A calming nature and the ability to reassure others
- Excellent interpersonal and time-management skills
- Motivated to promote the mental health and wellbeing of students
- High tolerance and the ability to understand different outlooks and perspectives
- Ability to think clearly in any emergency situation
- Sound judgement skills
- Ability to work both independently and as part of a team
- Committed to the ethos of Wycombe High School

## **KEY DATES:**

**Deadline for applications**

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**Interviews to be held**

**As soon as possible**





# How To Apply?

The application form can be found on our website:  
<https://www.whs.bucks.sch.uk/about-whs/vacancies>

To apply for this post, please complete the application form in which you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a CV for all or any part of the form. Due to large numbers of applications, only shortlisted candidates will be contacted.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form. Unfortunately, due to the current climate, we are unable to show prospective applicants around the school prior to interview.

## **SEND COMPLETED APPLICATION VIA EMAIL TO:**

Mrs N. Renyard, Headteacher,  
Wycombe High School,  
Marlow Road,  
High Wycombe,  
Bucks, HP11 1TB  
**via email: [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)**

## **REFERENCES**

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

## **SAFEGUARDING**

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). HR will carry out an online search on shortlisted applicants.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

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# Pay and Conditions

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Non-teaching staff are auto-enrolled in the Local Government Pension Scheme, a scheme which offers exceptional employer contributions and benefits (22.8%).

We also provide an Employee Assistant Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support.

## EQUAL OPPORTUNITIES

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Trustees for monitoring this policy.

The school operates an Equality Cohesion Scheme.

## SMOKING AND ALCOHOL

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

## DRESS CODE

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff. Discrete piercings in the lower ear only are allowed; and no visible tattoos, in line with expectations for students.



## KEY DATES:

**Deadline for applications**

**Please apply as soon as possible**

**Interviews to be held**

**As soon as possible**





**At Wycombe High School, we**

***Look beyond the traditional grammar school.  
Look beyond league tables and examination results.  
Look beyond stereotypes and conventions.  
Look beyond a world where futures are fixed.***

***At Wycombe High, we look beyond.***



Marlow Road, High Wycombe  
Buckinghamshire HP11 1TB

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Email: [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)

Visit our website at:  
[www.whs.bucks.sch.uk](http://www.whs.bucks.sch.uk)

Follow us on Twitter @WycombeHighSch

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