



HOE VALLEY SCHOOL

MENTAL HEALTH AND WELLBEING LEAD

JOB DESCRIPTION AND PERSON SPECIFICATION

SALARY: £25k to £30k actual salary

The School

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve their highest potential."

Hoe Valley School is:

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be 'work-ready' and the traits of excellent global citizens
- Following the National Curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- In a state of the art, new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings, and ultimately by trusting our staff to deliver excellent outcomes

The Role

The Mental Health and Wellbeing Lead will lead, develop and promote a whole-school approach to mental health and wellbeing for both students and staff. The role will ensure that wellbeing is embedded within the culture of the school and that appropriate support, early intervention, and safeguarding processes are in place.

The postholder will work collaboratively with the Senior Leadership Team, pastoral staff, external agencies, and families to support the emotional wellbeing of the school community.

Role Information

Contract: Term time, Permanent

Hours: Monday to Friday 8:00-4:30pm

Salary: £25k to £30k actual salary (£29,226 to £35,071 FTE)

Start date: September 2026

Responsible to: Designated Safeguarding Lead and ultimately the Head Teacher

CORE RESPONSIBILITIES

- Lead the development and implementation of the school's **Mental Health and Wellbeing Strategy**.
- Promote a **whole-school culture that prioritises mental health, resilience, and wellbeing**.
- Work alongside the Senior Leadership Team to help advise and support on wellbeing policies, procedures, and interventions.
- Ensure alignment with safeguarding, pastoral care, and behaviour policies.
- Monitor wellbeing data and evaluate the impact of interventions and support programmes.
- Help manage and maintain our Surrey Healthy Schools Award

Student Wellbeing

- Coordinate targeted support for students experiencing mental health or emotional difficulties.
- Deliver and oversee early intervention programmes and wellbeing initiatives.
- Provide advice and guidance to staff on supporting student mental health needs.
- Work closely with pastoral leaders, SENCO, and safeguarding teams to ensure joined-up support.
- Support transitions, vulnerable groups, and students at risk of disengagement.

Staff Wellbeing

- Promote and support **positive staff wellbeing initiatives**.
- Provide guidance and signposting for staff experiencing wellbeing challenges.
- Support the development of a healthy working environment and positive workplace culture.
- Coordinate staff wellbeing programmes, training, and support resources.

Training and Development

- Provide or coordinate **mental health and wellbeing training for staff**.
- Support staff in developing confidence in recognising and responding to mental health needs.
- Keep up to date with national guidance and best practice in school mental health.

Partnerships and External Agencies

- Build strong partnerships with external professionals such as:
 - Child and Adolescent Mental Health Services (CAMHS)
 - Local authority services
 - Charities and community organisations
- Manage referrals and coordinate external support where appropriate.
- Liaise with parents and carers to support student wellbeing.

Safeguarding and Support

- Ensure all mental health concerns are managed in line with safeguarding procedures.
- Maintain appropriate records of wellbeing interventions and support.

- Contribute to safeguarding meetings and risk assessments where required.

The above list is not exhaustive and may be subject to amendment in due course in discussion with the relevant employee.

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
Minimum GCSE (Grade C or higher) or equivalent (NVQ level 2) in English and Mathematics		Application form & interview
Experience working with children and adolescents.	Experience working within an educational setting and understanding of safeguarding processes.	Application form & interview
An understanding of child, adolescent and adult mental health.	Mental health counselling, pastoral care or equivalent training.	Application form & interview
ICT literate with proficiency in a range of applications	Experience of using Google suite of applications in a working environment Experience of using SIMS software.	Application form, interview
Skills and Attributes		
<p>Alignment with HVS Values:</p> <p>C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect</p> <p>I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p> <p>C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively</p> <p>E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning</p>		Application form, interview & reference

Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Able to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		