



OUNDLE
School



Laxton
Junior School
OUNDLE

Therapeutic Pastoral Mentor

Applicant Information



The Corporation of Oundle School

The Corporation of Oundle School, a registered charity, was founded to provide an education of the highest class and this remains its primary objective. The Corporation has responsibility for Oundle School, Laxton Junior School, Oundle School Enterprises Limited and the Oundle School Foundation.

Oundle School has its origin in a grammar school founded in 1556 by Sir William Laxton, who was Master of the Worshipful Company of Grocers and Lord Mayor of London in 1544. The Grocers' Company is one of the oldest Livery Companies of the City of London and ranks second in the order of precedence. Under the terms of the will of Sir William Laxton, the Grocers' Company continues to demonstrate its support for Oundle School and Laxton Junior School (the Schools) through the provision of bursaries and grants.

Oundle School and Laxton Junior School

Oundle School has long been associated with the very best of modern independent education, especially boarding. It takes seriously its responsibility to pupils so that they can emerge as decent, open-minded adults; ambitious about what they can go on to achieve and contribute. 1140 pupils are on roll at the School, of whom 840 are full boarders.

Laxton Junior School is a thriving day school for 260 pupils from Reception to Year 6. Located in the heart of Oundle, it offers a warm, ambitious, and supportive environment in which children are known, nurtured and able to flourish. A team of around 800 staff, both academic and support, ensure an education of the highest standard is in place across the Schools with the efforts of the whole team focused on this fundamental aim.

Oundle Today

The Corporation of Oundle School is a rewarding and exciting place to work. We are proud of our staff and we value the contribution that every employee makes to the life of both Schools and our pupils.

We are fortunate in our location at the heart of a beautiful market town, not least because for over 450 years the School and town have been part of the same community. The town itself is home to a buzz of activity, from local farmers' markets and food traders to antique dealers and an independent brewery, all flanked by numerous shops, restaurants and cafes, many of which span decades of family tradition. There is a spirited cultural life, with music, literature and food festivals as well as extensive sports and social clubs for both young and old. Barnwell Country Park is within easy walking distance, while the River Nene and the surrounding countryside offer wonderful walks and outdoor pursuits.

Oundle School and Laxton Junior School are proud to be equal opportunity employers and we welcome applications from all. We are committed to the elimination of unconscious bias, promoting

an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

Recruitment Process and Benefits

The recruitment process will be conducted in line with our Recruitment Policy to select the most suitable person for the role in terms of relevant experience, abilities, and qualifications, as well as to meet our compliance requirements. In providing equal opportunities to all, we encourage all candidates to make us aware of any adjustments they may require in order to support during the recruitment process.

Our staff benefit from:

- Excellent working conditions
- Group Personal Pension Plan
- Life Assurance scheme
- BUPA Wellbeing Expenses Plan
- Employee Assistance Programme
- Access to some discounted tickets to the Stahl Theatre and Music Productions
- Discounted membership of the state of the art Sports Centre and Swimming Pool
- Electric Vehicle scheme subject to rules
- Cycle to Work scheme subject to rules
- Free lunch available for staff during School term times
- Free car parking (subject to availability)

Some of the above are non-contractual.

See also the Employment Information section.

Therapeutic & Pastoral Mentor

Responsibilities and Organisation Structure

This role requires qualified, non-judgmental, empathetic and easy-to-access support for pupils who are struggling with lower level emotional/mental health difficulties, providing:

- early assessment of a pupil's needs
- therapeutic support
- a way of avoiding the stigma sometimes associated with 'counselling'
- a means of signposting and making onward referrals
- an easier 'point of entry' to emotional support for pupils
- a way of providing post-counselling support
- a means of further joining up pastoral support

The way in which the role fits into the wider pastoral structure is identified on the below pyramid diagram.



Department: Pastoral

Department/Team: Clayton Rooms, OS / Pastoral/Wellbeing, LJS

Responsible to: Mental Health Lead, OS / Assistant Head Pastoral, LJS
(Line manager: MHL)

Responsible for (staff): None

Key Responsibilities

The Therapeutic Pastoral Mentor provides emotional support at Oundle School and Laxton Junior School, including developing coping strategies and identifying personal resources for pupils aged from 4-18 years old. The role involves:

- Maintain medical confidentiality, explaining fully in age appropriate language the limitations and build trusting relationships.
- Support all pupils with emotional wellbeing and mental health issues through one to one and group sessions.
- Promote a caring and supportive culture where concerns can be explored.
- Taking targeted referrals from the Mental Health Lead (OS) Assistant Head Pastoral (LJS) for extra pastoral support for identified pupils as part of their Support Structures.
- Supporting pupils with issues not meeting threshold for counselling (e.g. basic relationship problems, work anxiety, family difficulties and feeling bullied, lonely, homesick or low), when there is a need to supplement the routine support that is available in Houses, thereby freeing up space in formal counselling for higher level concerns and complex issues.
- To set up and run a drop in clinic for pupils.

- Offering examples of coping strategies being a 'listening ear' and provide therapeutic interventions within the sphere of training and professional competency.
- Making targeted interventions into year groups, including the new pupil induction to the Emotional Wellbeing Team.
- Bringing an independent perspective, whilst liaising with staff . as necessary.
- Referring and signposting on to the Mental Health Lead and School Doctors for higher level concerns and complex issues as necessary (e.g. moderate and severe anxiety and low mood, disordered eating, self-harming, complex family problems, sexual issues, substance abuse, etc).
- To work closely with, train and support our team of Student Wellbeing Ambassadors (LJS)
- To act in a consultancy capacity to offer guidance and support to members of staff in regards to pupils' wellbeing, PSHE and RSE (LJS)
- To ensure good communication with the DSL and DDSL's in relation to pupils at risk.
- Support parents and carers to equip them with the knowledge to understand and support their children with emotional wellbeing issues, including delivering talks ,parent sessions and signposting to other professionals where necessary.
- At Laxton Junior School, run a Wellbeing after school Club when required.
- Attend regular management supervision with the Mental Health Lead (the post holder is responsible for arranging their own clinical supervision).
- Attending Child Protection and Welfare Group meetings and contributing to strategy discussions with regard to pupil Support Structures when necessary.
- Keep clear and concise records of all one to one and group sessions.

Additional duties:

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

Support for the Role:

- Management supervision will be funded by the School together with a contribution to training as appropriate.

- It is recommended that the post holder arranges monthly clinical supervision with an independent counsellor as part of good clinical practice. The School will pay a contribution towards this.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
A-levels + A-C grade in English GCSE or equivalent skills or experience	✓	
Training in mental health support with children and young people at a suitable level for the role (e.g. suitable accredited introductory child and adolescent counselling course, mentoring training or equivalent)	✓	
A degree level qualification		✓
A suitable counselling qualification, ideally postgraduate training (at Level 4+ or equivalent) and/or experience of direct mental health support as detailed below		✓
Training and/or experience of working with 4-11 year olds using play, art therapy.		✓
Competencies, Skills and Experience	Essential	Desirable
Experience of mental health support with children and young people who require specialist help at Tier 2 mental health level - one to two years	✓	
An ability to listen actively and empathically, without judgement or opinion	✓	
An engaged and understanding approach to children and young people	✓	
An understanding of the limits to confidentiality in the pupil's best interest	✓	
An ability to assess when onward referral is needed	✓	
An understanding of equal opportunities and an open approach	✓	
An ability to operate within the School's policies and procedures	✓	
An ability to keep good records	✓	
Experience of direct mental health support with children and young people who require specialist help at Tier 2 mental health level – three to five years		✓
Personal Qualities	Essential	
Openness and willingness to be self-aware and to think flexibly	✓	
Good interpersonal skills and the ability to work as part of a team	✓	
A willingness to take up further training opportunities as appropriate	✓	

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education 2025 guidance, therefore a good understanding of safeguarding procedures is essential on employment.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER

Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 6 September 2026.
- **Contract:** Permanent.
- **Working weeks:** This role is to work Term time only, which is 33 weeks per annum (paid for 37.47 weeks, to include entitlement to holiday pay).
- **Hours of work:** 30 hrs in total a week (18 hours OS & 12 hours LJS across a Monday – Friday), with timings to be agreed with the Mental Health Lead. Time for relevant meetings (but not supervision time) is built into the role. A record of hours worked should be kept by the post holder and submitted to the Mental Health Lead on a Quarterly basis.
- **Salary:** £22,999 actual (£42,547 FTE). You will be paid each month through the year.
- **Holidays:** Holidays are not to be taken during Oundle & Laxton Junior School Holidays term time. 24 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is Monday 13 April 2026, 9am
Interviews to take place week commencing 20 April 2026

If you have any questions about the role, please contact:

HR Department
Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE
Email c/o: opportunities@oundleschool.org.uk / Tel: 01832 277193