**JOB DESCRIPTION**

**Job Title: Faculty of Support and Guidance Wellbeing Mentor**

**Job Purpose:** Working as part of the Wellbeing Team to deliver specialist mental health mentoring sessions and interventions for students within specific professional guidelines and internal policies, to promote independence and enable students to fully reach their potential and maximise their student experience.

**Responsible to:** Assistant Headteacher (Mental Health and Wellbeing)

**Main Duties and Responsibilities:**

**Under the direction of the Assistant Headteacher (Mental Health and Wellbeing) and within the Wellbeing Team:**

* To provide individual interventions to empower students to manage their mental health including giving strategies to support pupils to manage their anxiety.
* To support student’s mental health by promoting strategies for independent learning, living and self-management.
* To show strong listening skills and proven ability to deal with sensitive situations with integrity.
* To liaise and coordinate support in conjunction with medical services, external providers of mental health services and academic and student support services as appropriate.
* To undertake accurate records and use our safeguarding software (CPOMS) to keep staff informed of intervention and support provided. To ensure that records are kept in an appropriate manner, complying with relevant legislation e.g. GDPR and Freedom of Information Act.
* To undergo regular supervisions of caseload with the Senior Wellbeing Mentor to report emerging issues to the Wellbeing Triage or Designated Safeguarding Lead as appropriate.
* To attend and engage with regular supervision sessions with external supervisor.
* To work collaboratively and develop existing networks with internal and external services that support the mental health and wellbeing of the students.
* To attend training sessions, reviews, team meetings and meeting other institutional staff as required.
* To represent the Wellbeing Team. To liaise with other staff members when appropriate and promote staff student relationships.

* To keep up to date on mental health and wellbeing issues and developments in the mental health field, including in Secondary education and in equality and disability legislation.
* To attend training courses as identified and agreed for appropriate development.
* To work within and alongside other professionals and teachers within the school such as HOY/Form Tutor to offer guidance on school wellbeing concerns.
* To embed within the school structure opportunities to build a positive image of mental health and promote the ethos positive wellbeing.
* To share mental health and wellbeing resources with staff, parents and pupils on a regular basis.
* To support with the creation and delivery of the mental health and wellbeing action plan for both staff and pupils.
* Willingness to champion our pupils to provide the best opportunities for all pupils.