



Wellbeing and Medical Learning Mentor

2019-2020

Job Description

Job Description

JOB TITLE:	Wellbeing and Medical Learning Mentor
GRADE:	KR5 –32.5 hours per week
RESPONSIBLE TO:	Director of Mental Health and Wellbeing
POST HOLDER:	
JOB SUMMARY:	<p>Support the Director of Wellbeing and Mental Health with issues relating to the Mental Health and wellbeing of pupils, including supporting childrens' emotional needs, self esteem and resilience. To oversee the management of recording systems for medication, Health Care Plans, Health Risk Assessments etc. Provide support and information to pupils, parents and staff relating to medical matters.</p>
Person Specification:	<p>You must be able to build positive relationships with children with challenging behaviours and adapt to childrens' needs as necessary. A background working with children with emotional/social behavioural difficulties would be an advantage, as would experience in coaching techniques. A good sense of humour is a must, as is the ability to work as part of a small and close team. De-escalation training and positive behaviour management/handling training desirable.</p>

DUTIES AND RESPONSIBILITIES:

Purpose of Job:

To work under the direction of the Headteacher and Director of Wellbeing and Mental Health to support pupils with their mental health development needs and to provide medical support for staff when required.

Principal Accountabilities:

- Promote good pupil mental health, dealing promptly with conflict and incidents in line with established policy. Encourage pupils to take full responsibility for their own mental health in order to maintain pupils' wellbeing, health and safety.
- Support the emotional needs of children through effective interventions: Lego therapy, social skills and self-esteem groups, check-ins across the school, sensory circuits, the use of self-regulation strategies
- Oversee Fine and Gross Motor skills (Fizzy, Clever Hands, Sensory Circuits) interventions across the school
- Lead positive play during recreational times
- Ensure intervention records are used effectively to record progress, supporting staff with resourcing and upskilling where necessary and making sure staff to pupil ratios are optimised in these interventions across the school.
- Support with the administration of drugs/medication in accordance with the school policy and MAT guidelines and sharing information with parents/colleagues as required. Ensure all trained first aiders follow agreed school policies and MAT procedures.
- Support the Inclusion Manager, Director of Wellbeing and Mental Health and class teacher with liaison with health care professionals / parents regarding pupils as required including attending parent / professionals meetings.
- Obtain external medical professional reports, letters and evidence, maintain pupil medical information and record on TEAMS and Myconcern as appropriate.
- Support parents and professionals to document, authorise and maintain Health care plans for pupils with medical needs and ensure staff are aware of how to access this information.
- Support parents and teachers in the completion of documented Health Risk Assessments.
- Complete online school nurse referrals for individual pupils or training and support parents to make their own referrals.
- Be familiar with, and comply with a full range of policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Assist the CPD Coordinator in ensuring appropriate staff are trained in first aid, manual handling, and any medical administering procedures that may be required.
- Participate in in-service training and attend staff meetings where appropriate.

- Maintain a clean, orderly and safe working environment.
- Ensure all classrooms are adequately supplied with pupils' medication as per school policy and procedures.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its developments plans.
- Undertake training opportunities to secure own working knowledge of new initiatives and practice.
- Secure confidential data at the end of the working day.
- Ensure confidentiality at all times.

1. NECESSARY EXPERIENCE

- Good standard of general education (i.e. NVQ level 3 or equivalent) together with good numeracy and literature skills.
- Previous experience of working with children.
- Specialist training such as Mental Health First Aid, Boxall Profiling, counselling of children
- Paediatric First Aid Certificate
- Use basic technology (computer, laminator, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.

2. SCOPE FOR IMPACT

Support staff in schools makes a strong contribution to pupils' learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to pupils' learning and will have a significant impact on pupils' achievement.

3. JOB CONTEXT

TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher / Inclusion Manager / Director of Wellbeing and Mental Health. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

4. ORGANISATION (Line Management responsibilities)

Director of Wellbeing and Mental Health

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Wellbeing and Medical Learning Mentor

The Job Description is subject to the changing needs of the school and it may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.

Job Description agreed by:

Reviewee:

date:/...../.....

Reviewer:

date:/...../.....

