



"Where children come first"

## **Job Description**

**Post:** Mental Health and Wellbeing Lead

**Grade:** KR7 but the possibility of KR8 for the right candidate

**Salary:** Band within KR7: £22,581 - £25,564 or KR8: £25,692 - £29,299 Pro rata

**Responsible to:** Senior Leadership Team

**Hours:** 21 hours per week, 8:30am - 4:00pm, Term time only + 3 staff development days

**Contract Type:** Fixed term of 18 months, with the possibility to be made permanent

*The postholder is required to work for 38 weeks per year. In addition, the postholder will receive a payment in respect of their pro rata entitlement to Annual Leave appropriate to their grade, Bank Holidays and the KCC concessionary day.*

NB: This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

### **Purpose of the job:**

1. To support the Headteacher and DHT/SENCo in reviewing and setting a mental health and wellbeing strategy and policy for the school.
2. To work therapeutically with children, and provide support and education to parents and the school team to facilitate wellbeing and mental health school
3. To employ strategies for early intervention (early indicators of concerns or difficulties), know limits of competence and refer on to external agencies when necessary

### **Key responsibilities:**

1. To meet regularly with the SENCo and Family Liaison Officer to discuss pupils who require support in social, emotional and mental health
2. Be a school DSL and act as a point of contact for safeguarding issues within the school. Liaise on a weekly basis with the DSLs ensuring reporting, school actions and record keeping are updated and key actions required to safeguard any pupil in school are timely progressed
3. To deliver informal, small group staff training to build an understanding of wellbeing and mental health, what lies behind children's behaviour and how to identify and put in place support for a child in need
4. Support the SENCo and Family Liaison Officer to maintain systems and processes to:
  - Enable children to self-refer to a trusted adult if they have a worry or a concern and ensure that student voice is sought and heard

- Undertake appropriate assessments of children and young people identified as having mental health needs
  - Deliver targeted support for children and young people where wellbeing and mental health issues or a high risk of mental health problems are identified
  - Provide guidance for teaching and non-teaching staff to engage children and young people with mental health problems in their learning
  - Engage and support parents through parent meetings to improve their confidence in building their own and their children's resilience, managing emotional dysregulation and behaviour that challenges
  - Establish links and referral routes to specialist agencies – specifically CYPMHS, Educational Psychology services as well as any other voluntary or specialist support available locally
5. To work with the SENCo and Family Liaison Officer to build and sustain capacity to enable good wellbeing and mental health support within the school system
  6. To develop with all staff how children will learn about mental health through the curriculum
  7. To evaluate and report on impact of interventions delivered – both on children's mental health as well as their engagement in learning and academic progress
  8. To use evidence to continuously improve practice

### **Arrangements for appraisal of performance**

The role of Mental Health and Wellbeing Lead will be monitored through the schools performance management programme and by members of the senior leadership team (SLT).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

*Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.*