

## Job description – Senior Mental Health Leader

**School** Federation of Saltwood and Bodsham Church of England Primary Schools

**Post held** Senior Mental Health Teaching Assistant. Kent Range 4 – 25 hours per week

### **Mental Health Lead Teaching Assistant duties and responsibilities**

- ❑ To gain the National College Certificate in the Role of Senior Mental Health Lead
- ❑ To work with Senior Leadership Teams at both schools to develop the school's holistic approach to promoting and supporting the mental
- ❑ To provide 1:1 and small group nurture support activities as directed by SLT and class teachers across both schools in the Federation
- ❑ To be familiar with the range of pastoral programmes offered by the school, such as Build an Island, Drawing and Talking, Lego Therapy
- ❑ To organise and maintain a programme of regular 'emotional check-ins' with those children identified as being in need
- ❑ To maintain appropriate notes and records of pastoral support delivered and measure its effectiveness with assessment tools such as The Boxall Profile.
- ❑ To communicate directly with parents of those children who are receiving pastoral support
- ❑ To report regularly to the SENCo and review provision
- ❑ To maintain the highest degree of confidentiality at all times

### **General Teaching Assistant duties and responsibilities**

To work under the direction and guidance of the Executive Headteacher, Deputy Headteacher, SENCO and class teachers to assist in the educational and social development of pupils.

Participate in the implementation of programmes for pupils as designed by the teaching staff. Duties may include monitoring the progress of pupils educationally and/or socially.

- ❑ To provide support for children within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of class. Work with individual programmes devised by other professionals, e.g. speech therapists, occupational therapists, Specialist teachers as necessary.
- ❑ Assist teacher with observation and monitoring of the progress of the children, maintaining accurate records, in order to ensure documentation of all interventions with the children.
- ❑ Support those pupils agreed with the head teacher and SENCO with SEMH difficulties and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.
- ❑ Participate and supervise pupils in off-site activities as directed by the head teacher, SENCO and/or class teacher, e.g. educational trips, walks etc.
- ❑ Supervise at playtime to ensure the continued safety of the children. To undertake in play leader activities under the direction of SLT.
- ❑ To train as a Paediatric First Aider and administer first aid.
- ❑ Assist teachers in routine administration tasks including bulk photo copying, displays, record keeping and filing, collating pupil reports and analyzing test results.
- ❑ To be responsible for implementing the school's Child Protection policy.
- ❑ Such other duties as the head teacher may from time to time require.

**To whom responsible** Executive Headteacher, Deputy Head Teacher, SENCo

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

October 2021