



# Morley Memorial Primary School

## Job Description and Person Specification

### **Pupil Well-Being Lead**

January 2018

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of **Pupil Well-Being Lead** at Morley Memorial Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

Morley Memorial Primary School is committed to safeguarding the well being of children and expects all staff working with us to share this commitment. Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.

Please forward your completed application form to [office@morley.cambs.sch.uk](mailto:office@morley.cambs.sch.uk) by **24<sup>th</sup> January 2018** at the latest.



## **Job Description**

**Post Title: School Counsellor and Pupil and Family Wellbeing Lead**

**Responsible to: Headteacher, Deputy Headteacher, SENCO.**

**Job Purpose:** To work as part of a team to promote a whole school approach to enhancing the emotional health and wellbeing of pupils and families so that all children are able to access and benefit from the educational opportunities on offer.

### **Tasks and Responsibilities**

#### **Leadership and Management**

- To work with senior leaders to support and champion activities which promote safeguarding, emotional health and wellbeing across the school

#### **Ethos, Vision and Values**

- To play a key role in promoting positive behaviours and support pupils in developing successful relationships
- To work with senior leaders to tackle bullying or discriminatory behaviour

#### **Curriculum and Learning**

- To assist staff in promoting well-being and developing resilience through the curriculum

#### **Enabling Pupil Voice**

- To ensure that vulnerable pupils have the opportunity to express their views or influence decisions

#### **Staff Development**

- To provide advice and guidance to staff on how to support their own well-being and that of others
- To support staff in identifying signs of anxiety and emotional distress

### **Identifying Need and Monitoring Impact**

- To assist in identifying needs, co-ordinating support or referral and monitoring impact of interventions

### **Working with Parents and Carers**

- To provide support and advice to families and help develop parenting skills by signposting to appropriate agencies

### **Targeted Support and Referral**

- To carry out therapeutic interventions (such as counselling) where required on 1:1 or small group basis
- To determine potential risk and co-ordinate early intervention as appropriate
- To establish effective partnerships with the school's family worker, early intervention services and other organisations
- To ensure pupils have timely access to effective mental health support when needed

### **Other duties**

- To work collaboratively with partners within school and a range of agencies to improve outcomes for pupils
- To assist in tackling under achievement in the most disadvantaged children, by working with parents to enable children to fully access their education.
- To carry out home visits if appropriate.
- To work with children on a one to one basis or in small groups at school to aid knowledge of children's needs and promote well-being.
- To liaise closely with other school staff working with the family and share information as appropriate.
- To keep records and all documentation pertaining to meetings/contacts with children and their families.
- To participate in working groups or professional meetings as required for exchange of information and best practice.

### **Other**

- To develop and maintain effective working relationships with staff, parents and carers.

- To ensure a high level of confidentiality is maintained in all aspects of working with children and their families
- To contribute to the maintenance of a safe and healthy environment.
- To be knowledgeable about local resources and opportunities which can be shared with families.
- To undertake training, as requested, in order to carry out duties of the post in an informed and effective manner.
- To participate in and support the professional development of other staff as required.
- To provide support for school events, e.g. plays, assemblies, sport days etc.
- To undertake any other reasonable duties as requested by the headteacher.

This job description is not necessarily a comprehensive definition of the post, duties may vary within this framework in line with its general character and level of responsibility entailed. It will be reviewed annually and it may be subject to modification or amendment at any time, after consultation with the holder of the post.

**Morley Memorial Primary School**

**Pupil Well-Being Lead**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Child Protection and safeguarding training if not current then a willingness to undertake this training)</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant counselling qualification</li> <li>• Qualifications in relevant area eg: education, social work, youth and community work or parenting support</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within schools or with children and families is essential.</li> <li>• Experience of working with a range of professional organisations including health and social care</li> <li>• Understanding of the social, emotional and educational development issues primary aged children may encounter</li> <li>• To have up-to-date knowledge of best practice in field of young people's mental health</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with primary aged pupils, in a school setting</li> <li>• Experience of working effectively with colleagues across a school setting</li> <li>• Knowledge and experience of procedures relating to child protection, health and safety and confidentiality</li> </ul>
<b>Abilities and Attributes</b>	<ul style="list-style-type: none"> <li>• Proven ability to build positive relationships with colleagues, children and families</li> <li>• Ability to support the work of designated safeguarding leads</li> <li>• Desire to promote and support the wider work of the school</li> <li>• Good listener and effective communicator</li> <li>• Flexible, organised and efficient</li> <li>• Able to use initiative as well as work as part of an effective team</li> <li>• Patient, reliable and conscientious</li> <li>• Able to motivate and inspire others</li> <li>• Able to provide a good role model for others</li> </ul>	

Head teacher: Ms N Brown