

## Job Description

<b>Job Title:</b>	Mental Health Practitioner
<b>Department:</b>	Student Support
<b>Grade:</b>	Sixth Form Colleges Forum (SFCA) Support Staff salary spine – Band 7- £30,564-£32,961 per annum (pro rata)
<b>Hours:</b>	From 12- 20 hrs depending on applicant
<b>Contract:</b>	Fixed term/Permanent
<b>Responsible to:</b>	Vice Principal Student Services

This job description complements that relating specifically to the post and Conditions of Service as laid down in SFCA Support Staff Handbook. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirement and priorities within the College.

### Department Information:

The Student Services department offers a range of services to support students throughout their time at Varndean College. This includes an environment and College culture, which affords all students a high quality experience. The department consists of the following teams: Registry and Reception, Additional Support, Student Wellbeing/Welfare, Counselling, Tutorial, Library, Careers and Marketing.

### Main Purpose of Role:

We are looking for a driven and enthusiastic person to join our Student Services department. The Mental Health Practitioner is responsible for the management of mental health related student cases, providing specialist support to students with mental health conditions, liaising with academic and additional support colleagues and external service providers, conducting and advising on risk assessments, providing guidance to staff and contributing to the college's vision to raise awareness and to enable students to be successful.

### Key Duties & Responsibilities:

- To lead on implementing a triage system for students' mental health and wellbeing needs. To prioritise student support on an ongoing basis and to help us to develop effective use of our support services

- To be responsible for the assessment, planning, implementation and evaluation of the psychological needs of a case load of students to enable them to be successful at college
- To undertake assessment of student' psychological health to determine the appropriateness of a college setting for their needs
- To work with a proactive and problem solving approach with students to enable them to be successful at college
- To provide individual sessions for students with psychological needs. To set up, implement and evaluate a range of therapies including group sessions.
- To work effectively and to make clinical decisions independently
- To liaise with external agencies in order to get access to the right support for our students
- To contribute to the provision of an emotionally supportive environment, assessing students psychological health in order for them to stay at and achieve at college
- To work with members of college staff and the college community to ensure that students are able to engage with learning
- To effectively implement a range of evidence based mental health interventions
- Comply with all policies, procedures, clinical protocols, standards and guidelines based on legislation, evidence based practice and appropriate professional guidelines for conduct and professional practice.
- To keep all professional practice and CPD up to date
- To communicate with all stakeholders involved in a student's journey

### **General Responsibilities**

- To apply the College's own Safeguarding policy and practices
- To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible;
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives;
- To participate in training and other learning activities and performance development as required

- To undertake such other duties as may be reasonably expected commensurate with the level of the post.
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This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the grading of the post.

July 2018

## PERSON SPECIFICATION

**Job Title:**    **Mental Health Practitioner**

	<b>Essential</b>	<b>Desirable</b>
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Professional qualification in nursing, occupational health, therapy or social work</li> </ul>	<p>Registration with appropriate professional body</p>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>experience of working across a range of mental health settings</li> <li>experience of multi-agency working</li> <li>broad experience of working with young people or adolescents with a range of mental health needs</li> <li>extensive and robust experience of managing and assessing mental health risk</li> <li>experience in being accountable and responsible for a number of service users</li> <li>have a secure working knowledge of mental health systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a clinical area related to the post</li> <li>Experience in service development in a young person centred service</li> <li>Experience as a lone worker</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>a genuine interest in improving the mental health of this client group and a compassionate, professional approach</li> <li>an enthusiastic team player with a highly organised and flexible approach and the ability to work within strict confidentiality requirements</li> <li>strong, effective communication skills with a range of audiences</li> <li>ability to manage and work autonomously yet still be a proactive team member</li> <li>ability to work under pressure with conflicting demands and to prioritise own workload</li> <li>ability to work within a flexible and demand led approach</li> </ul>	<ul style="list-style-type: none"> <li>Experience in developing and leading training</li> </ul>

<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A flexible approach to work and working hours to meet College needs</li> <li>• An understanding of safeguarding and its importance within the college</li> <li>• A commitment to equality of opportunity</li> </ul>	
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Varndean College has a commitment to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Criminal Records Bureau. Please note, candidates' suitability to work with children and young people will be explored at interview.

November 2018

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## **Mental Health Practitioner**

### **General Terms and Conditions of Employment**

#### **1. Contract**

This post is offered as a part-time permanent contract of employment.

#### **2. Working hours/working weeks**

This is a part time term time only contract, working between 12-20 hours depending on preference of candidate. You will receive half hour unpaid lunch break each day. It is a part year contract, working during College term-time (39 wks).

#### **3. Salary**

This post is paid at Band 7, point 38 of the SFCA Support Staff pay spine, currently £30,456 per annum pro-rotta. Salaries are paid monthly by BACS payment on the last working day of the month. Actual salary: £8,452.96-£14,088.27 per annum.

#### **4. Annual leave**

This postholder will work for 39 weeks (term time) and will be paid for 44.5 weeks. This is based on an annual leave entitlement of 27 days holiday, plus 2 extra days at Christmas and 8 bank holidays (pro rata for part-time staff).

#### **5. Pension Entitlement**

All employees automatically become members of the Local Government Pension Scheme unless they decide to opt out. Members of the scheme are required to contribute a percentage of their pensionable pay, according to their salary. Varndean College will make a further contribution of 18% of the pensionable pay.

## **6. Probation**

Confirmation of your appointment will be subject to satisfactory completion of a period of induction of 6 months. During this period, you will be expected to establish your suitability for the appointment.

## **7. Notice Period**

You are entitled to 1 weeks notice for employment under 2 years and thereafter 1 weeks notice for each year of continuous employment up to 12 years. You are required to give 1 months notice.

## **8. Pre-employment Checks**

This appointment is subject to satisfactory references, an enhanced DBS, health clearance, evidence of right to work in the UK and presentation of original qualification certificates (where required).

## **9. Protection of Children and Vulnerable Adults**

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The nature of this post requires the College to undertake an enhanced DBS check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. **Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the rehabilitation of Offenders Act 1974.**

November 2018