

<b>JOB PROFILE</b>	
<b>Department:</b>	<b>Safeguarding and Interventions</b>
<b>Job title:</b>	Mental Health Lead
<b>Reports to:</b>	<b>DSL</b>
<b>Salary:</b>	R4 19-26 £26,302-£29,112
<b>Job Purpose:</b>	
<p>To support the Mental Health &amp; Wellbeing Strategy commitment to the Mental Health and Wellbeing of all pupils and staff under the Safeguarding and Wellbeing offer.</p> <p>To support the Mental Health and Wellbeing within the school, both for pupils and staff, as agreed by the SLT and to work with the Principal and DSL in the implementation review and development of the Safeguarding and Wellbeing offer in consultation with the Director of Safeguarding.</p> <p>To provide relevant support and advice to pupils and staff in the area of Mental Health First Aid and wellbeing, including signposting to appropriate sources of further support eg GP. CAMHS, or other healthcare professionals (School Counsellor, therapy and interventions team).</p> <p>Working with external agencies to provide swift access or referrals to specialist support/treatment.</p> <p>To source staff training that is relevant to the mental health needs of the pupils.</p> <p>To help and support staff, pupils and families to access evidence based early support and interventions.</p>	
<b>Job Description</b>	
<b>Key Accountabilities:</b>	
<ol style="list-style-type: none"> <li>1. Accountable for the audit, provision and organisation of mental wellbeing training and advice for both staff and pupils.</li> <li>2. To act as one of the lead professionals in the school for the well-being strategy and associated school award frameworks.</li> <li>3. Identifying the mental health needs of pupils, bringing these matters of concern to the attention of the appropriate therapy staff and the safeguarding team.</li> <li>4. Identifying the mental health needs of staff, bringing these matters of concern to the appropriate line manager/HR to aid with the creation of well supported plans to reduce these, within specified timescales.</li> <li>5. Accountable for the record keeping of the needs and provision of pupils' mental health and wellbeing.</li> <li>6. To support staff and pupils in any mental health needs by conducting appropriate surveys such as analysis needs and making recommendations for improvement (Edupod, CMHSH).</li> </ol>	

**Main Duties and Activities:**

1. Create and deliver appropriate support programmes to address the mental health and wellbeing needs of the pupils.
2. Lead on facilitating group wellbeing and individual wellbeing sessions for pupils to provide support where appropriate.
3. Support pupils with mental health issues they encounter, seeking professional help where necessary with complex cases, by referring to the DSL, external agencies and/or appropriate Therapy staff for advice.
4. Support staff with mental health issues they encounter, linking with line manager and HR if and where appropriate.
5. Identify and gather issues of concern amongst both staff and pupils, provide feedback at safeguarding meetings following analysis to be shared with the SLT and suggest improvements/interventions to improve these, working to deadlines where appropriate. Ensuring solutions meet both the needs of the pupils/staff and the school.
6. To lead the school's well-being offer and to oversee any application for school well-being awards, including leading on any associated training requirements.
7. To lead the school's Suicide Prevention Strategy and to attend relevant training workshops as directed by OHCAT
8. To attend the monthly online Mental Health Lead Network Forum provided by OHCAT
9. To work collaboratively with the Interventions Team and to attend the Interventions Team meeting in order to discuss and process any new pupil referrals for mental health support
10. To prepare materials, interventions and equipment to support the mental health and/or physical wellbeing of a pupil. This could include designing exercise programmes and designing programmes to include mindfulness, devising relaxation techniques for pupils.
11. To record accurately, and make available to Line Manager (DSL) and other relevant Professionals, the outcome of each support session with pupils and staff and to make recommendations for improvement.
12. To participate in and deliver any training sessions which support the role of Mental Health Advisor
13. To take an active role in PSHE, citizenship, sex and relationships education through organising and facilitating a series of well-being themed days in school e.g. World Mental Health Day
14. To be contribute to the handling and distribution of pupil medication with support from the DSL, including undertaking Opus medicine training.
15. To undertake any other reasonable duties of a similar level and nature as the post requires.

**Safeguarding responsibilities (as a Deputy DSL):**

1. To attend weekly safeguarding meeting in school
2. To attend Professionals Meetings for pupils on plans, if requested by DSL.
3. To contribute to completion of safeguarding meeting minutes document
4. To write reports for professionals meetings
5. To be a point of contact for staff who raise concerns to the safeguarding team
6. To follow direction from DSL in order to set and complete actions for concerns raised
7. To demonstrate ability to maintain confidentiality at all times regarding safeguarding matters
8. To carry out tasks set by DSL

**Person Specification**

**Criteria**

**Key** - Essential = E; Desirable = D; Assessed by Interview = I; Assessed by Application Form = A; Assessed by Certificates = C; Assessed by References = R

**Qualifications and Training**

• First aid training or willingness to undertake training	E	A
• Specialist accredited training such as Mental Health First Aid, supporting with Autism, language development, Specific Learning Difficulties (SpLD)/Dyslexia and others.	E	A
• Willingness to undertake training in the Mental First Aid Train the Trainer course and to undertake a contractual agreement in relation to the cost of the training (to be discussed with applicant)	E	I
• Willingness to study towards a Mental Health Qualification (e.g. NVQ, Senior Mental Health Lead training, ELSA training)	E	

**Knowledge and Experience**

• Experience of dealing with developing positive relationships with children and adults	E	A, I
• Experience of successful teamwork	E	A, I
• Coaching/working with others to learn skills or knowledge in a formal or informal setting	E	A, I
• Experience of supporting students with special needs to encourage independence	E	A, I
• Experience of school based support work within an SEMH setting	E	A/I
• Knowledge of school practices and policies for supporting pupils and students, in particular SEN	E	I

**Skills and Abilities**

• Good literacy skills; enabling personal confidence when producing reports	E	A
• Good organisation/prioritisation skills	E	A, I
• Good verbal communication	E	I
• Demonstrates an understanding of a specialist area of related work, ie a therapy discipline	D	I
• Can demonstrate a specialist skill to support students who have specific difficulties	E	I

Personal Attributes									
<ul style="list-style-type: none"> <li>• Empathy with children and staff</li> <li>• Enthusiasm and initiative</li> <li>• Ability to manage oneself and develop the role of Mental Health Lead so that it contributes effectively to the work of the school in raising standards of wellbeing for students and staff</li> <li>• Genuine commitment to the ethos and work at Brantridge School.</li> </ul>	<table border="1"> <tr><td>E</td><td>I</td></tr> <tr><td>E</td><td>I</td></tr> <tr><td>E</td><td>I</td></tr> <tr><td>E</td><td>I</td></tr> </table>	E	I	E	I	E	I	E	I
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<p>This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.</p> <p>Please note that attached with this post is a training agreement.</p>									
<p><b>Date produced: April 2020</b></p> <p><b>Date updated: October 2023</b></p>									