

Rochdale
sixth form
college

JOB DESCRIPTION & PERSON SPECIFICATION:

COLLEGE MENTAL HEALTH NURSE



**OFFICIALLY
OUTSTANDING**

Job Description

Job Title:	College Mental Health Nurse
Reports to:	Assistant Principal (Learning Support, Inclusion and Intervention)
Remuneration:	Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience. The salary for this post is SCP 34-41 £27,209 - £32,961 pro rata (Actual £23,508 to £28,478 for term time only).
Contract:	Full Time – Permanent – 37 hrs per week – Term Time Only
Start Date:	As soon as possible

Key Duties

- To support students with any mental health issues that could provide a barrier to learning or have a significant negative impact on wellbeing. Mental health is a significant aspect of the role.
- To work with students on a one-to-one basis to support them with any significant issues they may have, such as anxiety, stress/exam stress, bereavement etc. These services may also be provided for staff if appropriate.
- To employ a variety of methods that focus on helping students overcome the above, such as CBT and/or relevant counselling.
- To work with colleagues to maintain the safe well-being of students whilst in the college environment.
- To give informed individualised advice to students and their parents/carers when required.
- To identify any potential safeguarding issues and refer to the appropriate member of staff within the college. Give evidence based support to uphold any referrals to external agencies.
- To support teaching staff to identify an early deterioration in a student's physical, mental, emotional well-being with a view of sustaining a high level of attendance and a positive outcome.
- To work with other external agencies and professional bodies to effectively support families and students.

- To promote confidentiality and ensure the creation and maintenance of medical and personal information in accordance with relevant legislation.
- To co-ordinate the communication of essential medical information between students and college staff during the transition prior to the students starting their studies. To contribute to the maintenance of a high retention rate by the provision of a high standard of support and information.
- To monitor the medications of students who self-administer prescribed medications.
- To participate on the College's Health & Safety Group.
- To ensure that all medical information is accurately recorded on college safeguarding systems and this information is maintained and reviewed on a regular basis.
- To promote and deliver health related workshops and to encourage local agency initiatives when promoting health to promote Educational Health days, i.e. smoking cessation, weight management, exercise and STDs.
- To take an active role in INSET to help educate and support staff through a number of interactive techniques to ensure that they are proficient when dealing with the physical, mental health and emotional needs of students.
- To work with line managers to develop Education and Health Care Plans and to work with the pastoral team to offer advice on classroom differentiated needs of individual students with medical difficulties.
- To attend Open Evenings to promote and raise the college's profile within the community
- To attend regular 'debriefing' style meetings with members of staff to share information and ensure that any student stress related matters are dealt with effectively.
- Any other reasonable duties commensurate with the role and with the skills of the post holder as agreed.

Support for the College

The College Nurse will

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the college ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.
- Support college events such as Open Days, Parents' Evenings and Enrolment as required.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. This is a new post. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Employment conditions

RSFC belongs to the Sixth Form Colleges' Association (SFCA) and as such has adopted the SFC's agreed support staff conditions of service.

Other

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. RSFC is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Your terms and conditions are specified within your contract of employment.

Person Specification

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS AND EXPERIENCE				
1.	Registered Nurse (current registration with NMC)	E	✓	✓
2.	Evidence of up to date CPD	E	✓	✓
3.	Current Safeguarding training/willingness to gain immediately prior to appointment	E	✓	✓

4.	Understanding of the management of physical and emotional/mental health needs of students within an educational environment	E	✓	✓
5.	Understanding of Safeguarding, Equality and Diversity, Data Protection as relevant to the role	E	✓	✓
6.	Minimum of 2 years post qualification experience	E	✓	✓
8.	Experience of handling mental health issues	E	✓	✓
9.	Experience of a range of techniques to deal with mental health issues. E.g. CBT			
10.	Experience in health promotion, sports injuries and family planning	D	✓	✓
SKILLS AND KNOWLEDGE				
11.	Excellent communication skills and the ability to maintain excellent professional relationships with young people and other stakeholders.	E	✓	✓
12.	Accurate record keeping	E	✓	✓
13.	Reliable and excellent timekeeping and organisational skills/ability to prioritise effectively	E	✓	✓
14.	Able to develop and extend clinical skills and knowledge as required	E	✓	✓
15.	IT literacy	E	✓	✓
16.	Self-awareness, emotional resilience	E	✓	✓
17.	Non-judgemental approach	E	✓	✓
18.	Strong empathy with young people	E	✓	✓
19.	Calm and professional	E	✓	✓
20.	Patient, confidential, caring	E	✓	✓