

TONBRIDGE GRAMMAR SCHOOL PROFILE

Job Title:	Mental Health Co-ordinator (maternity cover)
Line Managed By:	Deputy Head Teacher
Pay and Conditions	Part-time, 2 days per week (Thursday and Friday) term time only, 08:00 – 16:30 Salary: £10,670 - £11,769 pro rata (£30,771 - £33,939 FTE)
Job Purpose <ul style="list-style-type: none"> To co-ordinate the provision for students' mental health needs and the School's approach to the promotion of positive mental health; working closely with the well-established Wellbeing Team to ensure that students with mental health needs are identified and that timely interventions implemented, monitored and reviewed. To liaise with external agencies to ensure the most appropriate support is a critical part of this role. 	
Key Areas of Impact Supporting Students: <ul style="list-style-type: none"> To coordinate the School's provision for students' mental health needs, including addressing immediate needs and identifying where students require additional support. To support the work of the Sixth Form Student Support Co-ordinator and the Sixth Form team. To work closely with the Student Support Co-ordinators to identify strategies to proactively support the mental health needs of all students. To provide direct support for individuals with the most complex needs as part of a Team Around the Child, including mentoring. To provide a continuity in the support of students' mental health needs as they transition between Key Stages. To build strong relationships and communications systems with internal school support systems relating to mental health (School Nurse, Safeguarding Officer, Designated Safeguarding Lead, SENCO, Student Support Co-ordinators, Attendance Officer and Curriculum Directors) to ensure timely intervention and communications to support student emotional wellbeing and attendance. To build working links with a wide range of children and young people's mental health services so that the School can access the most appropriate support for individuals in a timely manner. To support the Safeguarding Officer and Designated Safeguarding Leads in responding to mental health-related safeguarding concerns. To co-ordinate referrals to external agencies for students requiring additional support relating to mental health. To oversee the mental health interventions from external services that take place in school e.g. external counsellors. To complete all relevant administration and record keeping relating to mental health needs that are associated with the triage/'Team Around the Child' process used by the Wellbeing Team in regular student in need meetings. To manage the health care plans for identified students with ongoing mental health conditions. To assess the outcome of interventions on students' mental health and emotional wellbeing. To evaluate the School's mental health provision and present outcomes to School Leadership Team and suggestions for future development. 	

Supporting staff

- To give members of staff the knowledge and skills they need to support students with emerging mental health issues in support of the School's preventative approach to mental health provision. Enabling all staff to:
 - recognise signs and symptoms of mental health needs in students, and
 - know what to do should they have a concern.
- To support staff in contact with students with mental health needs to:
 - help raise awareness of related issues, and
 - give all staff the confidence to work with these students.
- To share information about students with mental health needs with other members of staff where appropriate, so that there can be support throughout the school Wellbeing Team e.g. Student Support Co-ordinators, School Nurse, SENCo, Safeguarding Officer and Designated Safeguarding Leads.

Supporting Parents/Carers

- Liaising with parents/parents regarding students' mental health needs, including signposting to outside agencies.
- Ensure a wide a range of publicity materials relating to students' mental health is made available, including the well-being area of the school website.
- Contribute to information events for parents.

Knowledge & Skills:

The Mental Health Coordinator will have a knowledge and understanding of:

- mental health conditions and treatments, and approaches to intervention;
- relevant Mental Health Act and Social Care legislation and Codes of Practice;
- A wide range of external support agencies accessible by the School to support all students of ages 11-18+;
- Statutory requirements and practical steps outlined in Keeping Children Safe in Education;
- Range of School Policies including:
 - Child Protection and Safeguarding
 - Behaviour
 - Curriculum
 - Attendance
 - Students with Medical Needs
 - Health and Safety
 - Staff Code of Conduct
- School monitoring and reporting structures.

Additional Duties and Responsibilities

- To play a full part in the life of the school community, to support the school ethos and to encourage students to follow this example.
- To actively promote school policies.
- To actively engage in the staff review and development process.

Personal Qualities:

- Ability to work flexibly and collaboratively within a Wellbeing Team
- Good interpersonal skills and communication (verbal and written)
- Ability to work to deadlines and anticipate and pre-plan workloads
- Ability to be accurate and methodical
- Discretion, integrity and confidentiality

- Adaptability and initiative
- Clarity of thinking in complex circumstances
- Proven ability to relate well to young people
- Emotional resilience
- Sense of humour

Technical Skill Requirements

- Accurate use of English, grammar, punctuation and syntax
- High levels of working accuracy and attention to detail
- Proficient in Microsoft Office including word, excel and outlook

Please ensure that your written application form provides evidence of your proven abilities in relation to these qualities and technical skill requirements.

Additional Notes

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed by Head Teacher.....

Signed by Post Holder.....