



BISHOP CHADWICK CATHOLIC EDUCATION TRUST

JOB DESCRIPTION

POST TITLE: Mental Health and Counselling Coordinator

GRADE: Band 7

RESPONSIBLE TO: Director of SEND

Overall Objectives of the Post:

To be part of the pastoral team and work with children and young people to provide a high quality professional service of specialist advice, guidance and a support service to students with mental health difficulties. You will provide mental health support to students, especially those judged to have more complex needs ensuring students receive appropriate support to enable them to successfully complete their studies. Work strategically across the MAT in order to develop the current counselling and mental health provision.

Key Tasks of the Post:

1. You will provide support services to students to improve their mental health. You will:
 - Safeguard and promote the welfare of children and young people at all times
 - Manage a large, varied and complex caseload of students with long term mental health issues
 - Assess, support and refer students to appropriate services where required
 - Respond to crisis situations, adhering to policy and working closely with the pastoral team
 - Work closely with children and young people to deliver a personalised plan of support
 - Proactively support students during exam/assessment periods
 - Keep school policies and associated paperwork up to date including the school management information system within appropriate medical details, complying to the general data protection regulations
 - Ensure high quality clinical practice and delivery of effective service in order to develop a Trust wide mental health strategy
 - To support and develop mental health prevention and wellbeing strategies across the trust (eg commissioned services, in-house training, assemblies and awareness promotion events) sharing good practice and develop clinical thinking, knowledge and learning through contributions at appropriate meetings

- To identify and deliver appropriate evidence based clinical interventions for young people
 - To provide interventions as agreed with SENDCOs, Director and school leaderships teams
 - To work strategically across the trust to coordinate and develop mental health provision for students adhering to the Trust philosophy and vision whilst understanding how these underpin our values
 - To recruit, coordinate and develop the volunteer counselling programme across the Trust
 - To work closely with commissioned and statutory mental health services reporting regularly to Director SEND
 - To offer consultations to staff to respond to crisis situations
 - To communicate effectively, developing positive working relationships with all stakeholders providing regular updates to pastoral team and SLT when appropriate and required
2. You will ensure you maintain professional credibility. You will:
- Maintain professional registration and memberships relevant to the profession
 - Attend CPD linked to the role
 - Provide advice, support and deliver training to colleagues/Governors/Directors where appropriate

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.