**THE NORTH AND SOUTH WEST DURHAM LEARNING FEDERATION**

**THE OAKS SECONDARY SCHOOL**

**JOB DESCRIPTION**

**POST:** MENTAL HEALTH AND WELLBEING LEAD

**RESPONSIBLE TO:** EXECUTIVE HEADTEACHER/HEAD OF SCHOOL

**SALARY:** MPS + SEN 1 (OR 2 DEPENDING UPON QUALIFICATIONS) + TLR2a

The responsibilities of the post are to be carried out in keeping with the school’s policies and within the aims and ethos of the school. They are pertinent to all pupils and students within the school. This post carries a TLR 2a

This post will also require co-ordination of a subject area to be agreed upon appointment

**GENERIC CO-ORDINATION REPONSIBILITIES**

Working under the strategic direction of the curriculum co-ordinator:

* Prepare an annual audit and action plan indicating long, medium and short term goals
* Be familiar with the requirements of the Disability Discrimination Act and the relevant Equalities legislation with particular reference to pupils with mental health issues.
* Review policy annually or as required, ensuring dissemination and distribution to staff
* Lead work on staff wellbeing within school
* Work in co-operation with all staff so that consistent and coherent policies operate throughout the school
* Research and produce lists of resource requirements as necessary and work with the School Business Manager to develop and maintain a catalogue of resources for use by pupils and staff. The catalogue must track annual expenditure
* Ensure that all equipment is stored and maintained safely and securely
* Disseminate all information to staff, parents and governors as required.
* Manage any support staff assigned to assist you
* Keep up to date with the requirements of the LA & DfE
* Attend in service training courses and appropriate network meetings and disseminate relevant information to staff
* Work with the professional development co-ordinator to ensure the provision of in service training, both external and school based, for all staff as appropriate
* Lead professional development in school as necessary
* Induct staff new to the school in all aspects of Mental Health and Wellbeing.
* Act as a consultant to all staff at The Oaks, within the federation and other schools as required and facilitate the sharing of knowledge, skills and expertise on teaching and learning
* Work in partnership with parents and other professionals to provide mutual support and extend expertise, ensuring that multi professional working results in the best possible education for all pupils
* Help in the organisation of activities and give support at such events as assemblies and festivals
* Facilitate the use of external professionals, outside agencies, or other visitors to enhance and extend pupils’ learning
* Any other duties commensurate with the post which may be required by the head teacher

**SPECIFIC RESPONSIBILITIES**

IMPACT ON PUPIL PROGRESS BEYOND ASSIGNED PUPILS

Contributing to promoting good mental and physical health and wellbeing amongst pupils of all ages by:

* Developing a whole school approach to support wellbeing
* Teaching about mental health and wellbeing through a programme of support packages for use across the school
* Developing and introducing a system of tracking pupils in terms of their social, emotional and mental health
* Playing a key role in identifying emerging mental health needs of pupils by:
* Making sure staff can recognise signs and symptoms of mental health needs in pupils and know what to do should they have a concern

Liasing with and/or referring pupils to health professionals for appropriate specialist support, and treatment by:

* Having, and following a clear process where a concern is raised about a pupil’s mental wellbeing
* Developing links with specialist mental health services
* Working closely with the School Nurse
* Knowing what local and national help and support is available in order to signpost these to pupils and their families to access help and support

Supporting and managing pupils with mental health needs in the school environment and in their learning by:

* Ensuring staff are equipped with the knowledge and skills to support and manage pupils with mental health needs in their learning
* Where appropriate, sharing any necessary information about pupils who are experiencing any mental health issues with those who work with them in school so that they can be supported in the school environment
* Where necessary attending and contributing to multi-agency meetings
* Work with staff responsible for Behaviour to put into place and monitor supportive interventions when necessary.
* Work with the Senior Leadership Team to support the attendance of pupils experiencing mental or physical health issues, including collating and supplying work where necessary.
* Ensure that the role, and the school, evolves to keep up to date with new legislation and initiatives relating to Mental and Health and Wellbeing, disseminating relevant information and arranging relevant training for staff in liaison with the CPD co-ordinator
* To act as a member of the school’s Middle Leadership Team, supporting the Senior Leadership Team in leading and managing staff and pupils towards meeting the aims and vision of the school
* Undertake Annual Review Meetings including completion of all relevant paperwork

LEADING, DEVELOPING AND ENHANCING THE TEACHING PRACTICE OF OTHERS

Working with other relevant staff

* Act as a role model of good practice for other teachers, modelling effective strategies with them
* Act as a performance management appraiser for identified staff
* Monitor and evaluate standards of teaching, identifying areas for improvement
* Plan and implement strategies to improve teaching where needs are identified
* Attend training and development opportunities to increase knowledge and expertise in the area of Mental Health and Wellbeing and keep up to date with new strategies which may enhance teaching and learning, disseminating this information to teachers
* Work with the Senior Leadership Team to ensure that the achievements of pupils with mental health issues in both academic and vocational areas are reflected in maximum accreditation

ACCOUNTABILITY FOR LEADING, MANAGING AND DEVELOPING MENTAL HEALTH AND WELLBEING ACROSS THE WHOLE CURRICULUM

Working with other relevant staff

* Identify relevant school improvement issues relating to Mental Health and Wellbeing across the school and agree appropriate improvement targets
* Evaluate the impact of all improvement activities on the achievements of pupils with mental and physical health issues.

This job description is subject to regular review and may be altered to ensure the smooth running of the school

The Oaks Secondary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to pre-employment and DBS enhanced disclosure checks.