

**Mental Health Support Officer - Fixed Term Contract for one year**

**Job Description**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

**Responsible to**: Mental Health Lead

**Grade:** Grade E SCP 8 - 11 £24,702 - £25,979 pro rata. ( Approximate annual salary pro rata £11,153 - £11,730)

**Hours of Work:** 19.5 hours per week over three days (to be agreed) 8.30am - 3.30pm (these are suggested times only, we can offer flexibility with these hours).

**Contract** : Term Time Only

**Core Purpose**

* Assisting with the provision of mental health support services within school. Ensuring that provision is effective in supporting the mental health needs of pupils.
* Assisting with the provision of mental health support for pupils as part of the Mental Health team.

**Responsibilities**

1. **Providing high quality mental health support to pupils** through acting as a mental health first aider; maintaining an agreed caseload; working with pupils 1-2-1; Delivering group support work; acting as a key worker for identified pupils; keeping up to date in best practices; ensuring good communication with pastoral and teaching staff; attending appropriate after school events e.g. parent evenings.
2. **Ensure the effective delivery of mental health support** through organising available resources in meeting needs; working alongside pastoral and SEND staff to provide mental health triage and first aid; ensuring good communication with other stakeholders including the AHT and pastoral teams; being an integral member of the mental health team; monitoring and evaluating the impact of the mental health support; ensuring that workload is completed in agreed timescales; delegating tasks and caseload appropriately; contributing to the development of school policy; promoting and leading staff and pupils in the use mental health tools e.g. Kooth. Liaise with internal and external agencies such as the safeguarding team and CYPS/CAMHS. Attend meetings as appropriate; maintaining records as appropriate, complying with all relevant policies and guidelines including the need for confidentiality, safeguarding and data protection.
3. **Contributing positively to the establishment of a high performing mental health team** through modelling effective practice personally; understanding the roles and responsibilities of members of the team; regularly meeting with members of the team; setting appropriate objectives; ensuring communication is effective; motivating colleagues to produce their very best; mentoring and coaching colleagues as appropriate; creating a culture of high expectations. Attend continued professional development training and supporting delivery of mental health programmes within school.

**ORGANISATIONAL COMPETENCIES**

1. Co-operates and works well with others in pursuit of team goals by sharing information, acknowledging contributions and supporting others. Is willing to undertake some of the duties of other members of Staff during short term absence, providing that the priorities of this job description can still be achieved.
2. Demonstrates a high level of personal integrity by taking responsibility for own actions, and is willing to respond constructively to mistakes or errors of judgement
3. Maintains personal and professional credibility by being consistent, fair and respecting the need for confidentiality.
4. Undertakes any tasks/duties as appropriate to ensure the smooth and efficient running of the school, as identified by the Senior Leadership Team.
5. Carries out duties with full regard to all school policies.
6. Requires and ensures that all information received and disseminated, whether verbal or written is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.

The postholder is also expected to carry out any reasonable request made by the Headteacher or line manager. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

To undertake any other reasonable duties, as determined by the Headteacher commensurate with remuneration.