

## ST MARY'S CE HIGH SCHOOL

### Mental Health Lead

**GRADE: H7 to M1 depending on experience**

**RESPONSIBLE TO:** Deputy Head Teacher i/c Standards in Behaviour

#### **JOB PURPOSE**

Support the Leadership Team, Year Leads and Student Managers in promoting an ethos and attitude conducive to improved standards of mental health and wellbeing of all members of the community. This is to be achieved through setting high standards, establishing positive attitudes to mental health, and effectively utilising resources (including external agencies) to support mental health.

#### **JOB DESCRIPTION**

The standards for this post are identified in the School's Appraisal and Pay Policies along with professional expectations.

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#### **Personal and Professional Standards**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are to:

- support the aims and ethos of the school
- have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
- set a good example in professional dress and appearance, punctuality and attendance
- take responsibility for personal development and training as a consequence of the performance review cycle
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide a courteous, prompt and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
- actively contribute to the school's mission statement by forming positive relationships within the school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

#### **General**

- To implement, promote and uphold the School's policies and model the very highest standards of professional behaviour and leadership and management
- To have a strategic vision for promoting positive mental health across the school
- To develop a provision map for students accessing mental health interventions
- To monitor the quality of provision and evaluate its impact on students and their outcomes

- To have oversight of the “ tiered menu” of mental health interventions that support student/young adults mental health and wellbeing and to work with school staff to ensure that these meet the needs of targeted students
- To have oversight of the “menu” of mental health interventions that support adult mental health and wellbeing and to ensure that these meet the needs of St Mary’s staff
- To promote high quality professional communication including appropriate, accurate recording of data and information
- To lead meetings with professionals, external agencies, parents/carers and colleagues as required to support their needs
- To establish positive working relationship with community based services to facilitate the co-ordination of mental health provision across the school.
- To ensure that all meetings are well organised, focussed on provision and student outcomes and conducted according to professional standards
- To prepare high quality documents, presentations and relevant materials for meetings to support items discussed and decisions both in relation to areas of personal responsibilities and the work of others
- To evidence a commitment to professional research and reading to support personal professional development
- To maintain positive parent/carer engagement that supports the work of the School
- To have a high presence and profile around the School proactively supporting discipline and school policies
- To contribute to effective and safe daily operation of the School
- To support the Senior Leadership Team (SLT), Year Leads (YLS) and / or Director of Teaching and Learning (DOTLs) in dealing with unexpected incidents or sudden crises and emergencies
- To support the sharing of good practice to promote professional development of colleagues and to manage and deliver training to staff
- To hold all team members and line managed staff robustly to account for their professional performance and student outcomes and provide impact reports to Governors and SLT as required
- To support and co-ordinate mental health provision for targeted students – including, as required, liaison with the YLS; outside agencies and partners; parents / carers
- To actively encourage and support high levels of parent/carer engagement and partnership working with all aspects of students learning and school life

## **CORE PURPOSE OF THE MENTAL HEALTH LEAD**

### Whole school

- Developing and overseeing the whole school approach to mental health and wellbeing, including:
  - How it is reflected in the design of behaviour policies, pastoral support and the curriculum (including in PSHE)
  - How students and parents /carers are supported and engaged in managing mental health and access to provision
  - How staff are supported with their own mental wellbeing
  - How national and local strategies, programmes and initiatives can be used in St Mary’s CofE High School
  - Effectively manage a budget and use external sources of funding wherever possible

- To provide counselling to students in the school.
- To work with our partners (including Place to Be) to secure better mental health and wellbeing

#### Working with students

- Knowing what national and local mental health services are available, and working in partnership with the Safeguarding Team, Pastoral Team and Family Support Workers to signpost these to students and parents/carers
- To achieve positive working relationships with parent/carers to ensure the young person and family is holistically supported
- Developing and maintaining links with local mental health services, developing and maintaining pro-active approach
- Developing an early intervention model to identify and offer timely support to students exhibiting early signs of mental health.
- Establishing and following a process of referrals and ensuring all staff are fully aware of the referral pathways for reporting and responding to concerns
- Referring students to NHS/or other services when appropriate
- To ensure at all times that recording keeping is competent and clear
- To ensure practice is good, safe and transparent and that confidentiality is upheld at all times.
- Coordinating the mental health needs of students within the school
- Overseeing:
  - The delivery of student interventions, where these are being delivered at school
  - The outcomes of these interventions on students' education and wellbeing

#### Supporting staff

- Provide guidance and training to all staff and ensure all staff can:
  - Recognise signs and symptoms of mental health needs in students, and
  - Know what to do should they have a concern
- Supporting staff in contact with students with mental health needs to:
  - Help raise awareness, provide strategies and
  - Give all staff the confidence to work with these students
- Sharing information about students with mental health needs with other members of staff where appropriate, so that there can be support throughout the school environment

#### Working with staff

- Knowing what national and local mental health services are available, and actively signposting these to adults

- To ensure staff have a safe place to share feelings and feel confident in disclosing any issues with their mental health. To follow School policies to ensure the member of staff is safeguarded and safe.
- Establishing and following a clear process if a concern is raised about an adult's wellbeing
- Coordinating the mental health needs of adults within the school
- Overseeing:
  - The delivery of interventions, where these are being delivered at school
  - The outcomes of these interventions on adults' wellbeing

### **Student Safety & Safeguarding**

- To undertake statutory training and CPA as required to remain up to date with developments in safeguarding and the school responses to safeguarding
- To take responsibility for promoting and safeguarding the welfare of all children and young people at St Mary's including all aspects of health and safety both in and out of school
- To identify and initiate interventions to promote outstanding mental health with students and adults

### **School Ethos**

- To model and support a positive learning culture that promotes Christian values, excellence, equality and inclusion, high aspirations and expectations for all students
- To be accountable for the promotion of the highest levels of aspiration and expectation for mental health
- To build upon established high quality provision of mental health
- To maintain highly professional relationships with staff at all levels that share practice and a common sense of purpose

### **Monitoring & Evaluation**

- To develop and use agreed monitoring and evaluation practices to track and identify priorities that will lead to continuous improvement and high standards
- To track robustly student progress
- To be responsible for the implementation of effective mental health intervention programmes to boost mental health and wellbeing in the community
- To report on the progress of targeted students in HT reports, Line Management Impact Reports and other reports as necessary (e.g. for external agencies)

## **OTHER RESPONSIBILITIES**

### **Safeguarding**

Safeguarding students of the School is a priority. All appointments to posts in the School are made through stringent adherence to the requirements of 'Keeping Children safe in Education' (most recent edition). The

School maintains a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually and throughout the academic year in Child Protection requirements and good practice. Cognisant of SMHS Safeguarding & Child Protection Policy and Part 1 of 'Keeping Children Safe in Education' (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff (DSP) in the School (recognising that they can refer directly themselves to HCC Children's Services in extraordinary circumstances). Those trained in Child Protection are identified through School documentation, on notices in School and on the School website.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of the School.

As there is a high degree of contact with children an enhanced disclosure will be sought for this post through the Disclosure and Disbarring Service (DBS) as part of pre-employment checks.

The particular responsibilities may be amended at any time in order to respond to the changing demands and needs of the school.

Last reviewed: June 2021