# Job Description & Person Specification: Senior Mental Health Lead

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| J**ob Title** | Senior Mental Health Lead |
| **Grade** |  |
| **Responsible to** |  |
| **Responsible for** | Leading the whole school approach to mental health strategy |
| **Effective from** |  |

**School name Mission Statement**

**Role Purpose:**

Overseeing the implementation of the whole-school approach strategy using the guidance from [Public Health England](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1020249/Promoting_children_and_young_people_s_mental_health_and_wellbeing.pdf).

The aim is to implement a strategy that is built upon empathy, relationships and evidence-based practice. These practices are embedded within the curriculum, policies and procedures across the school. They are inclusive and flexible to support and respond to the school community’s mental health needs.

[please add/remove any key responsibilities based on where you are at with your whole school approach journey]

**Key Responsibilities:**

* To act as a strategic mental health lead across the school.
* To audit the overall provision and formulate an action plan on a termly basis.
* To support the identification of students at risk of, or showing signs of, mental ill health by triaging, assessment, therapeutic support, safeguarding support as well as developing Individual Action Plans and signposting to appropriate organisations internally and externally.
* To work alongside the school’s Safeguarding Team, SENCO, Counsellors, and other members of staff in co-ordinating support for students who present with mental health difficulties.
* To keep up to date knowledge of the local mental health services and working with clear links into students’ mental health services to refer students to NHS services where it is appropriate and by maintaining a triage and referral process for mental health support and monitor referrals to outside agencies.
* To produce reports and analysis aimed to highlight key areas for review and contribute to the development of the service.
* To develop and deliver resources on mental health for our induction process of both students and staff. This includes providing information and support to new students and staff.
* To keep staff up to date with initiatives and understanding of how to support mental health, through briefings, team meetings or written communications.
* To create and maintain and high quality and comprehensive range of information for staff, students and caregivers.
* To make working links with relevant external agencies and represent the school at external forums relevant to the area of work (i..e youth offending, early help, CAMHS).
* To be actively involved in service development by developing a staff and student mental health policy.
* To attend relevant conferences and workshops to keep up to date with knowledge, skills and understanding of staff, student and caregiver mental health in the region.
* To establish and maintain a database of sources of referral and professional contacts.
* To organise and promote effective mental health, resilience, and wellbeing to staff across the school. This could include 1:1 consultations with staff, bespoke training for departments and organising access to external training providers.
* To upskill identified members of staff to support with succession planning and suitability of the whole school approach strategy.
* To monitor the impact of the whole school approach strategy and ensure evidence-based interventions are being implemented across the school

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and Training** | Understanding of relevant legislation and good practice within the realm of Mental Health Support Services for the school community  Safeguarding training Level? | DfE accredited senior mental health leads training at level beginners/intermediate/advanced |
| **Relevant Experience** | Experience of supporting the school community’s mental health.  Experience of leadership and implementing strategic action plans with the support from the wider school team.  Knowledge of interventions that can support the school community’s mental health.  Experience of working within an educational environment | Experience of measuring impact and evaluating the effectiveness of strategies and interventions.  Networking and working in partnership with local organisations and statutory services (i.e CAMHS)  Experience of delivering training on mental health related topics to the school community.  Experience of succession planning and developing sustainable strategies. |
| **Skills and Abilities** | Ability to reflect on the work you are doing, identify biases and utilise supervision appropriately.  Excelled communication skills and an ability to communicate sensitive information. |  |
| **Additional Requirements** | Able to use Microsoft competently  Committed to professional development  Enhanced DBS clearance |  |
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