



JOB DESCRIPTION

JOB TITLE: Wellbeing, Mental Health & Hub support

Purpose:	Student Wellbeing and MH support. Manage Hub when Curriculum & Culture Lead of Hub unavailable.
Reporting to:	Assistant Headteacher – DSL - SMHL Senior Progress Co-Ordinator (Hub management)
Responsible for:	
Liaising with:	Curriculum and Culture Lead of Hub Senior Progress Co-ordinators School Counsellor Inclusion Manager Behaviour Lead of Reintegration Room Educational Welfare Officer/DDSL Student and Families Welfare Officer/DDSL School Nurse PP Lead Assistant Head of Key stages 3/4 Year Leads Heads of department. External Agencies such as TIC+/CAMHS/ YMM Teaching Staff. Learning Assistants. Learning Mentors. Parents.
Working Time:	36 hours per week 8am – 3.45 Mon – Thurs and 8am to 3.30 on Friday. 30 mins lunch Term time only Equivalent to 38 weeks
Salary/Grade:	Grade 6 Points 13-20
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.



Date	October 22

MAIN (CORE) DUTIES	
<p>The specific duties and responsibilities pertaining to the role are to be read in conjunction with the School's Safeguarding Policy, Behaviour Management Policy, Wellbeing and Mental Health Policy and related Protocols which should be complied with at all times.</p>	
Support for Students	<ul style="list-style-type: none"> • Key member of Wellbeing and Mental Health team implementing the MH strategy • Triage new Mental Health and anxiety referrals from students, staff and parents and manage RCADS completion • Support School counsellor/SMHL decision-making for onwards referral and monitor support provision such as TIC+, YMM and mentoring services to ensure timely and appropriate single agency support. • Gate-keep other support provision, eg Therapy dog referral, Art Therapy • Provide a MH morning response, (ie 5 mins support to help someone out of a car). • Timetabled Mental fitness mentoring (check-ins with identified students – updated daily) • To assist the teaching staff in the planning of work programmes for individuals and groups of students, placed within the Hub. • To supervise the activities of individuals or groups of students to ensure their safety and facilitate their academic and emotional development whilst in the Hub. • To undertake those activities necessary to meet the academic and emotional needs of individual or groups of students including those with educational or emotional special needs. • To undertake those activities necessary to foster the intellectual and social development of students whilst in the Hub. • To monitor individual students and to report problems and learning concerns to Subject Leaders and Heads of Faculties/class teacher and Year Lead. • To support the reintegration of students into the mainstream curriculum. • To manage the Hub in the absence of, and to deputise for, the Curriculum Hub lead. These responsibilities include: <ul style="list-style-type: none"> ○ Planning work for students that are timetabled in the hub ○ Track students' work and record according to Hub systems. ○ Maintaining an appropriate classwork, work-orientated atmosphere ○ Follow all hub procedures in line with the Curriculum Hub lead ○ Act as an LA to the students working in the hub, offering academic support for students • Cover for part or whole day absence of Curriculum & Culture Lead of Hub or Behaviour Lead Officer including regular relief cover of breaks. • Manage uniforms, including stock levels, keeping track of who has borrowed what and if they have returned it



Administration	<ul style="list-style-type: none"> • To maintain records of student concerns, intervention and support in line with school Safeguarding, behaviour and Wellbeing and Mental Health policy and procedure. • To process RCADS, log, and arrange appropriate follow up • To complete ongoing records and monitoring of student attendance and work while covering in the Hub and RR ensure work is returned to the appropriate staff member for feedback and to log work provided to students by subject teaching staff. • To ensure all students who are in a scheduled or emergency meeting removing them from a lesson are correctly recorded in SIMS and to support missing student protocols if required. • To support general administration in the Hub / RR such as student registration, collecting food for students and delivering detention slips as required. • To keep a diary of all planned mentoring sessions to be shared with Hub staff on a daily basis.
Other related duties	<ul style="list-style-type: none"> • To organise and maintain Wellbeing and Mental Health support materials and display within the hub • To liaise with and support school groups such as Prism, supporting the Rainbow Flag award and promote diversity and inclusion at all times. • To promote targeted awareness and educational days such as Hello Yellow (World MH Day), Anti-bullying, IDAHO etc.
Essential Skills & Qualification	<p>Relevant Professional Qualifications: Held, or willing to develop</p> <ul style="list-style-type: none"> • Qualifications relevant to student support for behaviour inclusion and SEMH. • Qualifications in CBT, Counselling, Mental Health First Aid • L2 Safeguarding training and up-to-date understanding of KCSIE • ACE awareness • Holds First aid at work qualification or willingness to undergo first aid training. (Desirable) • Good working knowledge and understanding of IT and ability to use word-processing, spreadsheet and database software • Good knowledge of SIMS (desirable). • An understanding of the specialist support services available to young people from the local authority. (Desirable)
Essential personal attributes	<ul style="list-style-type: none"> • Ability to work as part of a team focused on meeting the behaviour inclusion and Mental Health needs of individual students using initiative and with resilience. • Excellent listening skills and empathy



	<ul style="list-style-type: none">• Self-motivating with the ability to multi-task• Good interpersonal skills, and the ability to enthuse and motivate students.• Good interpersonal skills and ability to work with students of all abilities.• To be flexible and adaptable.• The ability to remain calm under pressure and take the initiative where required.
Practical Skills	<ul style="list-style-type: none">• Ability to communicate with young people, both individually and in a group setting, with expertise in building positive relationships with students who present more challenging behaviour.• Able to communicate well and build constructive relationships with parents and carers• Able to develop and maintain close links and work effectively with teaching staff across the school• Able to gather information and produce reports and keep accurate and timely records.• Confident user of ICT. Must be numerate and well organised.• Good planning and organisational skills and a flexible approach to the management of work.• Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.• Ability to prioritise own workload
Staff Development	<ul style="list-style-type: none">• To take part in the school's staff development programme by participating in arrangements for further training and professional development.• To engage actively in the Performance Management Review process.



EMPLOYEE RESPONSIBILITIES:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- To support the school in meeting its legal requirements for worship.
- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking / Vaping policy.

SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed : _____ (Postholder) **Date:** _____

Agreed : _____ (Line Manager) **Date :** _____

Agreed : _____ (Business Manager) **Date :** _____

October 2022