

# Sample Job Description and Person Specification



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### **Purpose of the role:**

This is a leadership role that includes oversight of all mental health provisions and interventions, education and training related to mental health and wellbeing and the development of spaces and resources to support mental health and wellbeing. The mental health lead will oversee how the school contributes to the promotion of good mental health and wellbeing for all members of the school community by -

- Developing a whole school approach to mental health and wellbeing
- Effectively leading the school's mental health team
- Overseeing the effective implementation of the PHSE programme
- Gaining input from and establishing strong connections and working relationships with all stakeholders, community groups, and external agencies (e.g. CAMHS)

### **Reporting to:**

Deputy Headteacher (pastoral)

### **Responsible for the mental health team:**

- Designated Safeguarding Lead (DSL)
- SENDCO
- First Aiders for Mental Health (FAMH)
- PSHE Lead
- Pastoral Staff



## **Responsibilities:**

### **Strategic**

- Lead regular reviews of the implementation and effectiveness of the school's behaviour policy (including pastoral support), bereavement policy, mental health policy, and PHSE curriculum and make necessary adjustments.
- Take a strategic overview of the interventions offered across the school to support pupils who are having difficulties.
- Assess and evaluate the impact of interventions on pupils' wellbeing and attainment, using a tool similar to the SDQ (Strengths and Difficulties Questionnaire) used by CAMHS.
- Establish and maintain effective links with the local CAMHS commissioner and CAMHS senior clinical lead/service manager, and agree on how the school can work in partnership with CAMHS to support families.
- Establish and build clear working links with local NHS mental health support teams.
- Work with CAMHS to define the thresholds for CAMHS and mental health support team referrals, differentiating which referrals should go to the core CAMHS team, which to the local mental health support teams, and which emotional and mental health needs can be safely addressed through interventions in school.
- Implement a clear system through which staff can refer concerns about a pupil's mental wellbeing and have a clear process for the school's mental health team to follow.
- Engage pupils and parents in programmes of education about mental health and wellbeing and have a clear system for signposting pupils and their families to sources of local and national support.
- Promote staff wellbeing and use the mental health policy as a working document to establish a positive mental health culture across the school.
- Ensure that all staff are trained in mental health awareness, making sure that any training has a clear evidence base and is accredited to either an academic or clinical institution.
- Meet regularly with the Deputy Head to evaluate progress towards the schools SIP goals in relation to mental health and wellbeing, and report to the wellbeing governor at meetings of the governing board.



## Operational

- Organise regular training for staff to:
  - i. support them in identifying emerging mental health needs
  - ii. ensure that they can recognise signs and symptoms of mental ill health
  - iii. ensure that they know what they should do if they have a concern
  - iv. ensure that they know how to manage pupils with mental health needs in their learning
  - v. ensure that they know how to promote positive mental health so that the school can take a proactive, rather than reactive approach
- Where appropriate, confidentially share information about pupils who are experiencing any mental health issues with those who work with them to ensure they are fully supported in the school environment
- Co-ordinate the provision for young people's mental health needs, including interventions being delivered by staff and the supervision the delivery of CAMHS interventions within school.
- Work with school staff and external agencies to identify students in need of extra support
- Develop plans of support that, for the majority of students, will develop resilience and the ability to work towards their educational and life goals
- Create and arrange supervision of 'safe spaces' for students in need of extra support
- Liaise with colleagues in school and with outside agencies to work towards the best outcomes for students
- Oversee the supervision of support groups (e.g. bereavement support and other mental health support services in-house)
- Liaise with parents as necessary, provide a bridge between families and CAMHS/mental health teams, and organise parental education and events to facilitate increased parental engagement
- Maintain accurate records and help with any administration relevant to referrals to outside agencies
- Deliver staff training and provide guidance to staff on mental health issues



### **Person specification:**

[Insert person specification appropriate to appointments at your school, including essential and desirable skills]

### **Additional guidance and notes:**

- The Royal College of Psychiatry has suggested that the role of Mental Health Lead (MHL) requires training that is 'high-quality, regularly updated and consistent across the country.' In the absence of a national training scheme, high quality and accredited training is essential.
- Multi-agency working in mental health support takes considerable time, care and multiple face-to-face meetings in order to work. Therefore, the teaching commitment (if applicable) of the MHL would need to be carefully considered.
- Combining the DSL and MHL roles could prove to be problematic: the responsibilities of the mental health lead are significantly broader, encompassing the immediate mental health needs of pupils and staff as well as the development of the school's curriculum. Large schools and colleges may need to consider making the mental health lead a full-time SLT role. Any training package for the mental health lead role should address the important differences between safeguarding and meeting mental health needs.

