

**LAWRENCE SHERIFF SCHOOL**

**Home of the Coventry and Central Warwickshire Teaching School Hub**

**RUGBY**

**JOB DESCRIPTION**

**Lead Wellbeing Mentor / Deputy DSL**

**Line Manage**r: Wellbeing and Pastoral Manager

**Salary:** Scale I – scale points 17 to 20 (£32,654 FTE – £35,235 FTE) with possible progression to scale J points 20 to 23

The appointed candidate would normally be placed on the starting point of the pay scale, with annual increments awarded until the top of the scale is reached; the starting point can be reviewed for the right candidate based on experience

**Hours of work:** 37 hours per week, term-time plus training days and additional 2 weeks during the school holiday periods (41 weeks per year)

**Post Objectives**

The Lead Wellbeing Mentor/Deputy DSL will support the aims and objectives of the school, and promote the values and ethos of the school through the wellbeing and pastoral system.

**Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.**

**Safeguarding and Confidentiality**

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school’s Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

1. Responsibilities

**Main Duties**

* Support the work of the Year Tutors, Heads of Year and Heads of House on wellbeing and pastoral issues from Years 7 to 13
* Be an exemplary communicator in dealings with staff, pupils, parents and outside agencies
* Support pupils in their learning and encourage positive attitudes and behaviour in and around school
* Support pupils with their emotional well-being and mental health through mentoring
* Act as the Deputy Designated Safeguarding Lead (DDSL) for safeguarding children
* Meet with the DSL and DDSLs to provide strategic responses to safeguarding issues
* Work with outside agencies to enhance the physical and mental welfare and wellbeing of students
* Assist in the transition arrangements at the beginning and end of the year
* Work with the Wellbeing Manager to manage the school’s contacts with CAMHS and other support agencies/organisations
* Liaise with outside agencies, including assisting with the preparation of reports of various kinds
* Liaise with individual teachers, and departments in relation to emotional well-being and learning of individuals and groups of pupils
* Liaise with the SEN coordinator
* Liaise with the police, children services and WCC Safeguarding teams as and when appropriate
* Under the guidance of the Wellbeing Manager take a leading role in the interface between school and parents
* Be available during Parents’ Consultation and information evenings
* Conduct Early Help meetings within school
* Be first aid trained and manage the administering of controlled medication
* Play a lead role in supporting emotional well-being and mental health
* Assist in the production of a comprehensive data analysis of accidents and first aid issues; to be presented on a termly basis to the Pastoral Trustee Committee
* Log pastoral and safeguarding issues on CPOMS and respond as appropriate to these situations
* Contribute to the Enrichment curriculum as appropriate

**General**

* Attend required meetings and training sessions
* Support safeguarding and child protection measures and promote the welfare of students
* Follow school policies, practices and procedures
* Ensure that all duties and services provided are in accordance with the school’s Equal Opportunities Policy

1. Complete all tasks to the highest possible standard
2. Be punctual and discreet
3. Work on own initiative
4. Report any issues or incidents to your appropriate supervisor
5. Undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and its grading and as directed by the Headteacher
6. Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school

The above list is not a definitive guide to the duties associated with the post. The post holder will have the opportunity to develop the role and take on new challenges, and is suitable for someone looking to develop their career within a busy school environment.

**PERSON SPECIFICATION –Lead Wellbeing Mentor/Deputy DSL**

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|  | **Essential** | **Desirable** |
| **Qualifications** | A good general education  Have a full and valid driving licence | First Aid qualification  Have access to a private vehicle with appropriate business insurance cover |
| **Experience** | Experience of working with young people  Experience of working in a busy environment | Experience of working in a school environment  SIMS experience  Experience of being a designated safeguarding lead  Experience of Early Help processes |
| **Skills and**  **Aptitudes** | Ability to create and maintain office systems  Able to act in a calm manner under pressure  Able to communicate with adults in difficult situations  Able to use initiative and prioritise effectively  High level interpersonal skills | Understanding of the issues facing young people and parents |
| **Personal**  **Qualities** | Willingness to undertake training  Flexibility |  |