



## Mental Health and Wellbeing Officer Job Description

<b>Job Title</b>	Mental Health and Wellbeing Officer - part time
<b>Location</b>	Wycombe High School
<b>Reporting To</b>	The Mental Health Lead
<b>Salary</b>	Bucks Pay Scale 5

### Job Purpose

The MHWB officer will provide support to students with SEMH needs and offer a service that supports the wellbeing of students in the school. Working closely with the pastoral team, with School Counsellors (both employed and voluntary), and reporting into the Mental Health Lead, the MHWB officer will promote positive emotional and mental health amongst children and staff.

### Main Duties and Responsibilities

- Work with the Mental Health and Wellbeing Lead to develop a whole school wellbeing strategy (for students and staff), creating a culture within the school that values all students, allows them to feel a sense of belonging, and makes it possible to talk about mental health in a positive and non-stigmatising way
- Establish and regularly update a wellbeing page on the school's website and Parent Portal, coupled with an online presence via WHTV and Pastoral Twitter account
- Plan and deliver student sessions, lessons and/or assemblies on agreed topics related to wellbeing and positive mental health (e.g. mindfulness, resilience, anxiety management, study sessions, stress management), including for Sixth Formers
- To deliver and develop a range of solution focussed interventions for SEMH students via groups and one-to-one sessions, according to needs (e.g. DBT, CBT). This should encourage confidence, independence, reflection and resilience
- Help to support the reintegration of pupils after extended absences
- Organise events for parents aimed at improving their ability and confidence to give young people support and direction to build resilience
- Provide training to school staff about the mental health needs of children and young people and for adults (via Wellbeing Briefings for Staff)
- Liaise with families of vulnerable children and refer them where appropriate for additional support
- Arrange for monitoring and evaluation of activities, ensuring that student voice is sought and heard; amend plans on the basis of evidence available; provide written assessments of impact as required
- Undertake both group and person-centred one-to-one intervention, (including home visits when necessary) generally on guided self-help techniques. Involve, consult and educate family members or carers as appropriate
- Work with a range of pupils including those who have social care involvement, SEN, medical needs, children with EHCP and those with SEMH needs, referring them to alternative services or to a high intensity support service if necessary

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- Write up confidential notes from client meetings and keep records in accordance to relevant ethics and confidentiality guidelines
- Establish and maintain effective professional relationships with a range of staff at school and across a range of agencies as needed, e.g. CAMHS, social services
- Work within agreed frameworks regarding safeguarding, confidentiality and professional practice
- Contribute to Pastoral Team and DSL Team meetings and share learning and innovative practice
- To provide support to students with a range of issues including bereavement and loss, transition, anxiety and low-mood, eating disorders and self-harm, anger management and bullying
- Work as a mentor to pupils (1:1 and in groups) with a view to supporting their SEMH needs and overcoming barriers to learning, and develop peer mentoring support programmes within the school
- To work closely with Student Support Services and support students' wellbeing when they attend Student Support, liaising closely with two Matrons and Student Support Administrators
- Assist with completing referrals to internal and external agencies such as CAMHS, MHST, counselling
- Carry out mental health triage and mental health first aid
- Signpost students to appropriate sources of support both internally and externally
- Monitor and record interventions, assessing impact and ongoing needs
- Assist with planning PSHE lessons on SEMH
- Arrange and lead lunch time drop-in sessions on a rota basis for SEMH students
- Organise and attend the therapy dog sessions
- Attend internal and external meetings as appropriate, ensuring regular communication with all relevant stakeholders
- To play an active part in safeguarding the students at Wycombe High School by adhering to all school policies and statutory regulations
- To report all safeguarding concerns to the Designated Safeguarding Lead immediately and to work with the Designated Safeguarding Lead and external agencies, including CAMHS, social services and MHST where appropriate
- To carry out any other reasonable duties as required by the Headteacher

### Scope

To advise on and deliver a support service for students with SEMH challenges in the school

### Knowledge, Qualifications, Skills and Experience

#### Knowledge/Qualifications

- Relevant qualification in Psychology / Mental Health / SEN

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<ul style="list-style-type: none"> <li>• Evidence of relevant professional development in the last 3 years relating to the job description</li> <li>• Experience of working a multi-disciplinary team</li> <li>• Experience of working with vulnerable young people</li> <li>• Ability to assess and plan for individual behaviour and emotional needs</li> <li>• Competent ICT user</li> <li>• Demonstrable understanding of the developmental, emotional, social and educational issues of children and young people</li> <li>• Knowledge of the Children's Act and legislation pertaining to children</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Problem-solving skills</li> <li>• Excellent interpersonal skills</li> <li>• A calming nature and the ability to comfort others</li> <li>• Time management skills</li> <li>• Motivated to guide and assist students</li> <li>• High tolerance and ability to understand different outlooks on situations</li> <li>• Work as an effective team player</li> <li>• Think clearly in any emergency situation</li> <li>• Sound judgement skills</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Recent experience of working with children and young people who experience SEMH challenges is required</li> <li>• Knowledge or experience of working in an educational setting is desirable but not essential</li> </ul>

Job Features
<b>Planning and Organising</b> <ul style="list-style-type: none"> <li>• Ability to plan and organise own workload / calendar</li> <li>• Ensure confidential and accurate records and reports are produced in a timely fashion</li> </ul>
<b>Decision Making</b> <ul style="list-style-type: none"> <li>• A degree of autonomy will be given to the post-holder, to employ and develop a range of solution focussed interventions and support for students</li> </ul>
<b>Internal/External Relationships</b> <ul style="list-style-type: none"> <li>• Staff, students and Designated Safeguarding Leads</li> <li>• Parents</li> <li>• External agencies, including CAMHS and social services</li> </ul>
<b>Problem Solving</b> <ul style="list-style-type: none"> <li>• To work closely with students to discuss and identify the most appropriate solutions</li> </ul>
<b>Other</b> <ul style="list-style-type: none"> <li>• Employees will be expected to comply with any reasonable request from a line manager or the Headteacher to support the aims of the role / work</li> <li>• Take part in the School's Professional Review Process</li> <li>• Engage and align with the School's vision, mission and values, and follow and adhere to all the School policies (as well as statutory requirements)</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and other roles and responsibilities will emerge as this role and area develops.</li> </ul>