**THE GERRARDS CROSS CE SCHOOL**

**Role description and person specification**

**Pupil Wellbeing Mentor and School Mental Health Lead**

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| **Key information:** |
| Post TitleSalaryHoursPurpose of postResponsible to | Pupil Wellbeing Mentor and School Mental Health LeadDepending on qualifications and experience:*Bucks Pay range 2: £25,625 – £27,770 FTE (pro rata for 4 days £15,823-£17,147)**Bucks Pay range 3: £28,129 - £30,174 FTE (pro rata for 4 days £17,370-£18,632)*8.30am – 3.45pm, 3 or 4 days per weekOccasional staff meetings agreed in advance with time taken in lieuTerm time only, including INSET days To provide strategic and day-to-day leadership of the support for the emotional wellbeing and mental health support of pupils and staffThe Headteacher of The Gerrards Cross CE School |
| **Role description** |
| **MAIN DUTIES:**Responsibilities will include:* Ensure that the strategic and day-to-day leadership of mental health and emotional wellbeing support contributes to the school vision to see ‘Every Child Flourishing’.
* Uphold the school’s Christian ethos at all times.
* Ensure that the Senior Leadership Team and Governing Body are well informed about best practice and legislation relating to mental health and emotional wellbeing; and that policies and practices relating to this work are up to date.
* Lead, monitor and evaluate the development of strategies to support the emotional wellbeing and mental health of pupils and staff.
* Encourage and support pupils who are disadvantaged, liaising with parents to ensure their children have priority access to extra-curricular activities.
* Ensure that staff are provided with relevant information and resources so that they can meet the emotional needs and resulting behaviours of pupils.
* Provide emotional support and guidance to pupils and staff, helping them manage stress, anxiety, relationships and other emotional challenges including trauma.
* Promote positive mental health, resilience, and confidence across the school.
* Lead lessons for pupils, workshops for parents, and training for staff in order to foster emotional awareness and wellbeing throughout our community.
* Create strategies and lead initiatives which meet the needs of our pupils
* Carry out observations on individual pupils to advise staff on appropriate strategies.
* Continue to train pupils in roles such as ‘wellbeing champions’ so that they are equipped to lead and support their peers.
* Report to the Headteacher and Governing Body at least termly.
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| **HUMAN RESOURCES and PROFESSIONAL DEVELOPMENT:*** Undertake any training to further knowledge and develop the school’s provision.
* Identify training needs for staff and recommend how these can be met.
* Liaise effectively with staff across school, including class teachers, LSAs and other internal and external professionals to ensure high quality provision for pupils and staff.
* Lead on the development and implementation of inclusive practice throughout the school and liaise with teachers, delivering and arranging appropriate training when necessary.
* Lead lessons for pupils, workshops for parents, and training for staff in order to foster emotional awareness and wellbeing throughout our community.
* Source emotional wellbeing and mental health training for staff and parents in line with school priorities.
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| **RESOURCES:*** Ensure that the best possible resources are available to support the emotional wellbeing and mental health of pupils and staff.
* Ensure that the best possible reading resources are available to support the emotional wellbeing and mental health of pupils and staff.
* Liaise with the Premises Manager to ensure that Health and Safety standards are met, and that all necessary risk assessments are carried out and documented.
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| **SAFEGUARDING:*** Safeguard and promote the wellbeing of all pupils by adhering to school policies and reporting any concerns immediately.
* Ensure the nurture room provides a safe environment in which pupils, staff and parents can be supported.
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| **Person specification** |
| **WE ARE LOOKING FOR A PERSON WHO:*** Enjoys working with and spending time with pupils and staff
* Has excellent communication and interpersonal skills, with the ability to build trust and rapport with pupils, staff, and parents.
* Has a passion for supporting the emotional wellbeing and mental health of our pupils and staff.
* Has a flexible, resilient approach, even in the most challenging of circumstances.
* Has a good sense of humour.
* Is a team player and enjoys problem-solving and working with colleagues.
* Has the ability to thrive, even on busy days.
* Can manage their own priorities, whilst maintaining high standards of communication with pupils, staff and parents.
* The ability to demonstrate high expectations for all.
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| **QUALIFICATIONS, SKILLS, AND EXPERIENCE:****Essential:*** Experience of supporting primary aged pupils with a range of emotional needs.
* Experience of supporting pupils to successfully address and modify their own behaviour, some of which can be challenging.
* Relevant mental health qualification/ training for pupils and adults

**Desirable:*** Counselling or therapeutic qualifications and experience.*(Note that it may be possible to develop the role with a specific number of hours at an enhanced pay grade for a candidate with additional qualifications and/or experience)*
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September 2025