**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 Title  Salary  Hours  Purpose of post  Responsible to | Pupil Wellbeing Mentor and School Mental Health Lead  Depending 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 week Occasional staff meetings agreed in advance with time taken in lieu Term 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 staff  The 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. | |
| **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. | |
| **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. | |
| **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. | |
| **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. | |
| **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)* | |

September 2025