

THE GERRARDS CROSS CE SCHOOL



Role description and person specification

Pupil Wellbeing Mentor and School Mental Health Lead

Key information:

Post Title	Pupil Wellbeing Mentor and School Mental Health Lead
Salary	Depending on qualifications and experience: <i>Bucks Pay range 2: £25,625 – £27,770 FTE</i> <i>Bucks Pay range 3: £28,129 - £30,174 FTE</i>
Hours	8.30am – 3.45pm, 4 days per week Occasional staff meetings agreed in advance with time taken in lieu Term time only, including INSET days
Purpose of post	To provide strategic and day-to-day leadership of the support for the emotional wellbeing and mental health support of pupils and staff
Responsible to	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)

April 2025