

JOB DESCRIPTION

JOB TITLE:	Mental Health Officer
REPORTS TO:	Mental Health Advisor
WORK PATTERN:	Full Time, 40 weeks (equating to term time plus 1 weeks)
CONTRACT:	Permanent
EVALUATED SALARY:	Spine Point 11

Purpose of the Role

The purpose of the role of Mental Health Officer is to support all students with their mental health throughout their time at John Leggott College. They will also be involved in college wide events to support with the promotion of a whole college approach to positive mental health.

The role will support the Mental Health Advisor in ensuring effective support for all students so that they can access their education despite any mental health issues.

Under the direction of the Pastoral and Safeguarding Manager, the Mental Health Officer will be part of the wider safeguarding team and act as a nominated safeguarding officer.

Key Responsibilities

Mental Health

- Identify students who are struggling with their mental health and provide appropriate support
- Support with the assessment of referrals made by staff and ensure that they are dealt with in a timely manner by the correct person
- Provide 1:1 and group support sessions for those struggling with their mental health
- Proactively engage students before they reach crisis point with their mental health
- Effectively manage a caseload of students, prioritising appropriately and ensuring support is timely
- Liaise with parents/carers when appropriate
- Support with initiatives aimed at increasing student resilience
- Recognise and respond appropriately to safeguarding and wellbeing concerns relating to mental health
- Maintain and update confidential records
- Support with the development of relevant self-help material for students
- Attend relevant training where appropriate to develop knowledge on mental health support
- Support the role of the Mental Health Advisor with any mental health and wellbeing projects that they are coordinating across college

Wellbeing

- Support with the development and delivery of high quality programmes, events and activities which enhance student wellbeing, ensuring that academic progress and personal development is maintained and optimised

- Provide advice, information, support and appropriate signposting to students in relation to the maintenance of positive health and wellbeing
- Contribute to Early Help Assessments (EHAs) working with students, their families and any relevant external agencies
- Collaboratively work with the wider wellbeing team on developing resources and support contacts for students

General

- Undertake the duties of a nominated safeguarding officer and work alongside the safeguarding team
- Effectively and efficiently deliver an excellent service to students related to their health and wellbeing
- Comply with legislation with regard to data, record keeping and health and safety
- Ensure practices meet the requirements of the OFSTED Education Inspection Framework

In addition to the above mentioned attributes the successful candidate will be expected to:

- Achieve agreed targets and performance indicators across all areas of responsibility.
- To support effective safeguarding of all young people throughout the College.
- To attend, as necessary, meetings of all College Staff.
- To adhere to College Policies and procedures e.g. Equality and Diversity; Health and Safety.
- To undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

Employee signature: Date:

Line manager signature: Date:

PERSON SPECIFICATION MENTAL HEALTH OFFICER

Qualifications and awards	Essential	Desirable	How Tested
Honours Degree or equivalent		D	C
Good standard of Level 2 education – 5 A-C GCSE's including Maths and English	E		C
Professional Knowledge and Experience			
Experience of working with young people in an education setting		D	
Knowledge of mental health issues affecting young people	E		A,I
Experience of delivering sessions/workshops to students or groups	E		A,I
Knowledge and/or experience of strategies that can be used to support young people with their mental health	E		A,I
Ability to maintain and update case notes/records	E		A,I
Good IT skills and an appreciation of how technology can support learning	E		A,I
Understanding of safeguarding and child protection procedures with the ability to implement	E		
Knowledge of external agencies and referral processes used to support young people with their mental health	E		
Interpersonal Skills & Intellectual Ability			
Ability to work calmly and effectively, both in a team and independently, to prioritise a varied workload	E		A,I
Ability to establish and maintain professional working relationships with staff, students and external stakeholders	E		A,I
The ability to perform effectively and sensitively within a team	E		A,I
Ability to work well under pressure and meet tight deadlines	E		A,I
Outstanding written and verbal communication and presentation skills (including to a large group)	E		A,I
Evidence of excellent 'people skills' and listening skills	E		A,I
Ability to take initiative, work creatively and innovatively, and make effective decisions	E		A,I
Strong commitment to providing excellent customer care to a range of stakeholders	E		A,I
Able to bring creative solutions to tasks, see new opportunities and to propose, implement and manage new initiatives	E		A,I
Emotional resilience and sufficient emotional intelligence to know if and when to seek support with this challenging role	E		
Particular Requirements			
Flexible approach to working to accommodate essential target dates in the life of the college	E		A,I,R
Commitment to continuous professional development	E		A,I

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as

'Essential' and 'Desirable' and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the employee specification can be explained as follows:

- Essential The successful candidate must meet the Essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.
- Desirable The post holder needs to meet the Desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the Desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

- A** = **Application**
I = **Interview**
T = **Test**
C = **Certificates**
R = **References**
DBS = **Disclosure & Barring Service**

These letters are used in the 'Assessment Method(s)' column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the Interview and/or Test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.