



HOLY TRINITY

A Catholic and Church of England Voluntary Academy
The Hallam Schools' Partnership Academy Trust

This school is committed to creating and nurturing a Christian ethos, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

JOB DESCRIPTION

Mental Health Coordinator

Grade: 6

Responsible to: Assistant Headteacher Behaviour & Attendance

Purpose of the Job

The Mental Health Coordinator is responsible for providing a wide range of support to students throughout their academic experience at Holy Trinity. This includes, but is not limited to, responding to queries regarding a student's mental health, disability, medical or personal problems.

The Student Wellbeing Coordinator will establish ongoing communication and positive relationships with students, peers, departments and external agencies to ensure students are provided with the best possible support and guidance.

Key Tasks to Achieve Outcomes

- Advise students on the provision of resources available, this includes external counselling and mental health specialists. (COMPASS, Chillipep, TADS etc)
- Provide discreet opportunities for providing guidance and support to students, by private one-to-one appointments, or drop-in sessions.
- Arrange escalated counselling sessions and triage assessments with the external counselling contact for students where required.
- Maintain a regular line of communication with external provisions.
- Support students to develop strategies and techniques to self-manage their mental wellbeing, anxieties, study techniques etc. This may be on a one-to-one basis, or general awareness-raising activities generally with students.
- Respond in a timely fashion to any student mental health concerns.
- Provide an effective and skilled response to students who may be at risk to themselves or others, or who may be agitated, distressed or anxious; identifying student needs and addressing those according to urgency and priority
- Maintain a thorough and up-to-date knowledge and understanding of policies, issues and legislation relating to support for students.
- Develop and maintain appropriate, reliable and updated record systems and complete all relevant procedures for the purposes of accurate record keeping.
- Other associated student support and academic services tasks will be required to be performed from time to time as directed.
- To ensure delivery of an annual programme of wellbeing related activities and campaigns that build students' resilience and understanding of how to look after their mental and physical wellbeing effectively
- To engage with local community organisations and initiatives to build opportunities for students to participate in events and volunteering opportunities.

- To promote the work of the team and ensure students understand how to access support both within and outside the school as needed · To support teaching staff to identify an early deterioration in a student's physical, mental, emotional well-being with a view of sustaining a high level of attendance and a positive outcome.
- To attend Open Evenings to promote and raise the college's profile within the community · Any other reasonable duties commensurate with the role and with the skills of the post holder as agreed.

Education / Qualification

Knowledge and experience

- General education to at least A level standard
- Level 2 Safeguarding qualification
- Designated Lead Safeguarding Training or willingness to complete prior to appointment
- Experience of providing guidance and support to students on a one-to-one basis
- Experience of supporting people with mental health issues, including appropriate management of students in crisis
- Experience of providing educational support to students with mental health issues, disabilities, and learning difficulties
- Experience in the development of policies, procedures or protocols
- Interpersonal and communication skills to be able to work on a 1:1 and on a larger group basis, with a diverse range of students
- Significant experience of working with young people including those who are hard to engage
- Experience of making referrals to external agencies
- Experience working in a role dealing with a wide range of issues such as abuse, neglect, Child Exploitation and radicalisation.
- Experience of working with young people to improve their wellbeing
- Experience of leading and co-ordinating events
- Understanding of Equality and Diversity
- Experience of leading a team
- Experience of leading assemblies and workshops with students

Skills/abilities and competencies

- Excellent communication skills
- Excellent planning and organisational skills
- Ability to work under pressure.
- Able to develop and extend skills and knowledge as required
- Able to deliver training sessions confidently and competently to staff and students
- Ability to prioritise effectively
- A good standard of IT literacy
- Self-awareness, emotional resilience and a non-judgemental approach

Personal Qualities

- Engaging and capable of enthusing others
- Ability to work as part of a team
- Strong empathy with young people
- Flexible (occasional out-of-hours working may be required)