



JOB DESCRIPTION

JOB TITLE:	Mental Health and Wellbeing Practitioner
RESPONSIBLE TO:	Vice Principal - Pastoral
GRADE:	NJC Scale D spine point 7 – 12
SALARY:	£19,554 - £21,589 full-time equivalent
ACTUAL SALARY FOR THIS POST:	£14,205 - £15,683
HOURS:	32.5 hours per week – 08:15 – 15:15 30 minutes lunch break 38 weeks per year (term time)

CURRENT POST HOLDER:

AIM OF THE POST:

To ensure all duties and responsibilities are implemented in an effective, efficient, accurate, accountable manner.

In order to provide a continuous service the post holder will need to be flexible and able to prioritise tasks.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

THE DUTIES OF THE MENTAL HEALTH AND WELLBEING PRACTITIONER:

Specific Responsibilities

- To be “on call” when scheduled and respond to the needs of dysregulated students in order to enable them to calmly take their place as a learner as soon as possible.
- To work on an individual basis with students who are referred via our Pastoral team on a range of mental health concerns including anxiety and depression, anger and stress management, social skills and relational issues
- To use a variety of alternative resources, games and activities to enable students to develop strategies so that they can take their place as a learner and cope in a classroom environment.
- To liaise with college staff and occasionally parents/carers to maximise communication to best meet the needs of the students

Supporting students:

- To use the appropriate strategies to calmly and effectively respond to dysregulated students.
- To build a relationship with referred students in order to help them to overcome their barriers to learning
- To act as a role model for the students and set high expectations for behaviour and learning
- To work consistently whilst recognising and responding to individual needs
- To encourage students to interact and work cooperatively with others
- To undertake any appropriate activities that support the students and enable them to engage with college life, which may help prevent Permanent and Fixed Term Exclusions

Supporting the College:

- Working with targeted students to enable them to take their place as a learner in college
- Being aware of and complying with Policies and procedures relation to Safeguarding, Health and Safety, confidentiality and data protection and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop
- Attendance at internal meetings where required
- To attend any relevant training opportunities as identified through the Appraisal system and as fitting for the needs of the students
- Being part of the EH4MH team
- Can be called upon and available to offer services in a crisis - supporting students and staff

General

- Supporting the aims of the College.
- Support the College in its drive to raise standards for all students.
- To support the enhancement and operation of the learning environment of the College.
- To adopt, adhere and work within College policies and procedures and help identify, minimise and eliminate any Health and Safety issues.
- Attend relevant staff development (internally and externally) and apply the knowledge in the workplace.
- Ensure a high level of courtesy and care at all times.
- Participate in Performance Management and Professional Development opportunities as required.
- Value diversity and promote equal opportunities.
- Work within Health and Safety guidelines and be aware of your responsibilities for Health and Safety.
- Carry out any other duties commensurate with the post.
- To support other staff by covering duties if they are absent from work.
- All information in relation to the College should be treated with discretion and strict confidentiality at all times
- Maintain an orderly working environment.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the College as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Honiton Community College is committed to safeguarding and promoting the welfare of the children and expects all staff and volunteers to share this commitment.

Post holder:

I agree and accept the details of this job description.

Signed:

Date:

Line Manager:

I agree and accept the details of this job description.

Signed:

Date: