

Job Description – Family & Mental Health Worker

Reporting to:	Senior Leadership Team Line Manager
Responsible for:	<ul style="list-style-type: none"> • To engage hard to reach parents and support families experiencing difficult personal circumstances. • To co-ordinate the college’s mental health support for students, in partnership with outside agencies. • To undertake the responsibilities of a deputy designated safeguarding lead, as a member of the safeguarding team.
Liaising with:	Pastoral assistants and leaders; the safeguarding officer; the wider support staff including the attendance officer, the welfare officer, the wellbeing advisor, the DSL & DDSLs, the on-call team; the Deputy Head for Pastoral; relevant outside agencies; parents. Line management responsibilities, to be confirmed, are part of this role.
Working time:	Full time or 0.8 part time
Salary/grade:	Grade E on the support staff pay scale
	<p>Parental Engagement</p> <ul style="list-style-type: none"> • Develop home/school links to encourage good communication between the school & families. • Support with parenting skills by providing parenting guidance and support, either on a one-to-one basis or via parent workshops. • Support families to access information and benefits. Give practical help and emotional support for families particularly at times of crisis. • To identify students and families in need of additional support and promote effective home-school partnerships. • To engage with vulnerable students and families in order to formulate a package of support. • To act as a point of contact in school for students and families in need of support. • To build effective relationships with families. • To maintain regular contact with families of students receiving support to encourage positive family involvement in the child’s learning. • To monitor attendance, behaviour and achievement of targeted students. • Maintaining an agreed caseload and being the trusted adult for the child/ren and the key link between the school and the parents/carers • Developing and maintaining a thorough knowledge and appreciation of the range of agencies, activities, courses, opportunities, organisations and individuals that could be drawn upon to provide support for parents/carers where appropriate. • Participate in making home visits with the Student Services Manager and other representatives from outside agencies e.g. social care, attendance advisory, police. <p>Mental Health and Wellbeing</p> <ul style="list-style-type: none"> • To offer wellbeing support to students on a 1-1 and group basis. • To liaise with external organisations to build up a network of external routes for students to support their wellbeing. • To develop resources to promote positive mental health/ wellbeing via student workshops. • To build clear working links with children and young people’s mental health services so that the school can refer to the NHS when appropriate. • To refer appropriate students to the NHS mental health support team. <p>Safeguarding</p> <ul style="list-style-type: none"> • To act as a deputy designated safeguarding lead (DDSL) on the safeguarding team, helping the DSL. • As a DDSL, respond in a timely manner to a caseload of safeguarding concerns reported by staff to ensure students are kept safe from harm. • Respond appropriately to a caseload of disclosures or concerns raised by students which relate to the well-being of a student. • Implement the college’s child protection policy and procedures.



Key Information: Person Specification

CATEGORY	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> Evidence of a commitment to own professional development including CPD in pastoral experience. Good A-level passes or equivalent. Up to date annual safeguarding training. This post is subject to an enhanced DBS check. Mental Health CPD 	<ul style="list-style-type: none"> Further education post-18.
Experience	<ul style="list-style-type: none"> Proven experience of working with children and parents in a pastoral context and in a variety of situations. Experience of working with external agencies to support student wellbeing and mental health. Experience of resolving issues relating to young people especially regarding wellbeing. 	<ul style="list-style-type: none"> Experience of leading a team.
Skills, knowledge and abilities	<ul style="list-style-type: none"> Knowledge of safeguarding and child protection procedures. Knowledge of a range of support strategies which can be used to support students and families. Excellent interpersonal and communication skills. The ability to lead and foster positive professional relationships and work effectively with teaching staff and support staff. Able to support students and parents/carers without them becoming dependent on this support. 	<ul style="list-style-type: none"> Knowledge of school data and how to analyse this data and then effectively use what the data tells us to secure improvements.
Personal qualities	<ul style="list-style-type: none"> Values and approach aligned to the college vision of <i>Think, Grow Care</i>. A confident and inspiring presence; able to create and present assemblies to the year group that inspire them to embody the college's ethos of <i>Think, Grow Care</i>. Excellent listening skills and high levels of emotional intelligence. Ability to work on own initiative and prioritise work to given deadlines. Strong organisational and time-management skills and the ability to delegate appropriately. Ability to adapt quickly to national changes issues around student welfare, safeguarding and inclusion. Ability to respect and maintain confidentiality. 	