



Job Description: Mental Health Coordinator

The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of pupils, parent, carers and staff.

Responsible to: Principal & SW Regional Lead & Senior Mental Health Lead

Main purpose

The Mental Health Coordinator will work with the Mental Health lead and wellbeing team to be responsible for Bedelsford School's approach to mental health and wellbeing. They will also forge effective links with NHS mental health services. They will oversee the whole-school approach to mental health and wellbeing, including how it is reflected in the design of relevant policies, curriculum and pastoral support. They will oversee how staff are supported with their own wellbeing, as well as how pupils, parents and carers are engaged with mental health support and initiatives.

School Qualities

Bedelsford School is an outstanding special school based in Kingston upon Thames that provides innovative education and a supportive environment for pupils aged 2 to 19. The school provides places for pupils with a wide range of physical disabilities, including those with profound and multiple learning difficulties, moderate learning difficulties and complex health needs.

Bedelsford School benefits from specialist facilities including an accessible swimming pool, adapted outdoor play areas and an outdoor learning environment. It is within walking distance of the vibrant town centre of Kingston upon Thames and has excellent transport links.

Bedelsford School keenly takes account of the development of neuroscientific knowledge and research to develop the skills of the staff team. Staff are trained to understand the unique way pupils learn and are supported to implement the teaching strategies to ensure pupils make the maximum progress.

Key Responsibilities:

- To act as a co-ordinator of the mental health provision at Bedelsford School.
- To support the identification of pupils at risk of, or showing signs of, mental ill-health by triaging, assessment, therapeutic support, safeguarding support, as well as developing individual risk assessments and signposting to appropriate organisations internally and externally.
- To work alongside Bedelsford School's Safeguarding and Leadership Team, as well as Nursing and Therapy teams and co-ordinate support for pupils who present with mental health needs or difficulties.
- To keep up to date knowledge of the local mental health services and working with clear links into pupils' mental health services to refer pupils to NHS services where it is appropriate and by maintaining a triage and referral process for mental health support and monitor referrals to outside agencies.

- To develop and manage effective working relationships with staff teams to ensure the service operates in line with pupil needs.
- To develop and deliver resources on mental health for our induction process of both pupils and staff; this includes providing information and support to new pupils and staff.
- To keep staff up to date with initiatives and understanding of how to support mental health, through briefings, team meetings or written communications.
- To create and maintain a high quality and comprehensive range of information for pupils, such as self-help materials, on-line resources and a range of tutorials based on mental health that pupils will access through various portals.
- To create marketing and promotional material such as posters, leaflets, information cards and booklets to increase awareness and understanding of pupil mental health which need to be tailored to suit various social media platforms.
- To make working links with relevant external agencies and represent Bedelsford School at external forums relevant to the area of work.
- To be actively involved in service development by developing a pupil mental health policy as well as developing guidelines for staff and pupils on how to support and manage mental health difficulties.
- To attend relevant conferences and workshops to keep up to date with knowledge, skills and understanding of pupil mental health in the region.
- To establish and maintain a database of sources of referral and professional contacts.
- To organise and promote effective mental health, resilience and wellbeing to staff across Bedelsford School. This could include 1:1 consultation with staff, bespoke training for departments and organising access to external training providers. Also, support staff in contact with pupils with mental health needs to help raise awareness and give all staff the confidence to work with pupils.
- To organise and promote effective mental health, resilience and wellbeing to pupils across Bedelsford School; this could include bespoke awareness sessions for pupils, information sessions at whole-school events and early intervention planning with vulnerable groups of pupils.
- To assist in the management, development and research of mental health and wellbeing.

General Responsibilities and Duties:

- To undertake any necessary Data Protection duties and responsibilities as required by the post.
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
- To demonstrate innovative and creative practice to engage with our pupils to enable emotional health improvement.
- To support staff with training and resources, and provide emotional wellbeing support, advice and consultation.
- To undertake joint risk assessments to determine appropriate management, specifically related to mental health and wellbeing.
- To plan interventions and training which aim at supporting wellbeing of pupils and staff.
- To liaise with all team members and family/carers in order to provide a co-ordinated approach and ensure wellbeing is integrated into pupils' and pupil's objectives that support learning, and skills for daily living.
- To monitor, evaluate and in order to measure progress and ensure effectiveness of wellbeing support
- To contribute to data collection, the writing and creation of reports, evaluation and record management to evidence progress and impact, and by doing so, highlight key areas for review and contribute to the development of the Mental Health service and offer in the school.

- To be actively involved in compiling activity programmes to support wellbeing to pupils and staff.
- To use IT and other alternative methods of communication to overcome barriers to communication e.g. simple clear language, Makaton, symbols and photographs.
- Work in accordance with all of Bedelsford School's policies and procedures.

Administration

- To manage time effectively, prioritising work as required.
- To complete and maintain accurate records
- To address issues of confidentiality, consent and sharing of information throughout assessment and intervention and clearly record in pupils' files.
- To participate in audits of safeguarding and wellbeing at Bedelsford School.
- Support input into policies and procedures for specialist area/s and propose changes to practices and procedures for own area.
- To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate.

Professional

- To be aware of the sensitivity required to work closely, effectively and in a professional manner with pupils, parents/carers, advocates, the multidisciplinary team, Bedelsford School staff, Community Services and other professionals working with pupils.
- To contribute to the development of best practice within the mental health provision at Bedelsford School.
- To respect the confidentiality, individuality, values, cultural and religious diversity of pupils and to contribute to the provision of a service sensitive to these needs.
- To participate in staff meetings, individual planning meetings, department meetings and liaison meeting with other professionals.
- To maintain personal development through use of off-site and in-house training, contact and involvement with relevant special interest groups, attendance of in-service training, and review of literature as required.
- To maintain own professional development (CPD) by keeping abreast of new developments within the profession and ensure that practice is based on best available evidence and that learning outcomes are recorded in a portfolio.
- To review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal, audit and outcome measures, as necessary to own work.

Notes:

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.
- All of the pupils have complex physical disabilities and complex health needs; these may include some challenging behaviour, at times, as well as social, emotional and mental health needs.

Person Specification: Mental Health Coordinator

The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of pupil, staff, parents carers.

Priority
1: Essential
2: Desirable

Qualifications and Training

- Qualification in Mental Health, Counselling or therapeutic Support. 1
- Level 5 or above qualification in Mental Health Support. 2
- Demonstrable experience of working with children and young people who have complex, severe or profound and multiple learning disabilities/complex health needs. 1
- Understanding of relevant legislation and good practice within the realm of Safeguarding and Mental Health Support Services. 1
- Experience of working or liaising in partnership with mental health or related service. 1
- Experience of assessing, developing, implementing and evaluating interventions. 1
- Evidence of providing structured therapeutic interventions to individuals or in groups. 1

Abilities, Skills and Knowledge

- Understanding of the factors and a knowledge of the issues relating to health, lifestyle and mental health in children, young people and adults and how it may present and the impact it can have on individuals. 1
- Specialist knowledge of structured therapeutic interventions for individuals or in groups. 1
- Specialist knowledge of a broad range of psychological therapies. 2
- Ability to interpret and analyse varied information with the ability to formulate a proposed intervention plan. 1
- Demonstrates initiative and ability to work independently, able to problem solve and prioritise own and others work. 1
- Ability to demonstrate effective management of a caseload of adults/children and young people with severe/profound learning difficulties and/or disabilities. 1
- Ability to communicate effectively with pupils, parents, carers and other professionals. 1
- Ability to operate effectively as part of a multi-disciplinary team. 1
- Ability to support teaching teams in a range of techniques to support pupils within the class environment 1
- Ability to work closely with teaching staff in the identification of integrated learning and wellbeing related individual objectives. 1
- Knowledge of evaluating outcomes of intervention and ability to critically appraise own performance. 1
- A commitment to promote the Equality and Diversity Policy, Safeguarding policies, Health and Safety Policy and other relevant Bedelsford School policies 1