



Making a Difference

Phoenix Park Academy



WELLSPRING  
ACADEMY TRUST



### PERSON SPECIFICATION: Psychological Welfare Lead

	Essential	Desirable:
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• First Degree or evidence of working practice / education to first degree level</li> <li>• Further or higher education qualification relevant to the post</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised Master’s degree or equivalent related professional qualification</li> <li>• Counselling qualification or working towards</li> <li>• Post Graduate Diploma in Health Promotion/Public Health or equivalent</li> </ul>

	Essential	Desirable:
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in an education environment</li> <li>• Experience of managing a caseload</li> <li>• Demonstrate an understanding of school systems e.g safeguarding</li> <li>• Experience of working with a range of agencies</li> <li>• Experienced in health and wellbeing/SEMH</li> <li>• Managing a small budget</li> <li>• Knowledge of H&amp;S requirements.</li> <li>• Experience of using Microsoft Office applications, e.g. Word, Excel, PowerPoint.</li> </ul>	<ul style="list-style-type: none"> <li>• Middle leadership experience</li> <li>• At least 2 years counselling experience in an Academy</li> <li>• Experience of monitoring/managing a SEMH caseload in an Academy</li> <li>• Liaising with colleagues at a Senior Management Team level.</li> <li>• Knowledge of or willing to learn CBT</li> <li>• Experience of managing diverse range of staff</li> <li>• Experienced in the preparation of reports for external agencies</li> <li>• Managing change projects</li> <li>• Experience of case working with SENCo, Educational Psychologists, School Nurse and wider professionals</li> </ul>



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	Essential	Desirable:
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Support and demonstrate commitment to the values and aims of the academy</li> <li>Contribute to the strategic direction of the school</li> <li>Support the Executive Principal in the management of change and improvement in pursuit of strategic objectives.</li> <li>Prioritise, plan, organise direct and co-ordinate the work of others and yourself.</li> <li>Devolve responsibilities, with the ability to delegate appropriately and to monitor the performance of others</li> <li>Seek advice and support when necessary</li> <li>Set standards and provide a role model for pupils and staff, and managed teams</li> <li>Deal sensitively with people and resolve conflicts</li> <li>Commitment to equal opportunities and safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Provide professional direction to the work of others</li> <li>Make informed use of inspection and research findings</li> <li>Experience of leading a team</li> <li>Understanding of the role of school support in relation to the improvements of standards and levels of achievement</li> </ul>

	Essential	Desirable:
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Excellent numeracy / literacy/ICT skills ( ICT skills including spreadsheets, databases, Information Management Systems)</li> <li>Able to deliver services and systems applicable for effective school management.</li> <li>Able to deliver value for money initiatives.</li> <li>Able to understand national &amp; regional educational services and deliver appropriate strategies.</li> <li>Able to lead teams and individuals.</li> <li>Able to strategically influence decision making within the school.</li> <li>Able to use a range of ICT specific packages.</li> <li>Demonstrable ability to produce a good standard of written work, e.g. response to correspondence, reports, minutes etc</li> <li>Ability to analyse problems and research creative solutions</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge and experience of school safeguarding systems, procedures, policy and practice within an Academy;</li> <li>Understanding of CPOMs, SIMs and/or Arbor</li> </ul>



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	<ul style="list-style-type: none"> <li>• Good working knowledge of relevant polices / codes of practice /legislation</li> <li>• Working knowledge of ethical practices in supporting young people</li> </ul>	
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Essential	
<b>Personal Qualities, Disposition and Attitudes</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills – written and verbal</li> <li>• Highly developed interpersonal skills including ability to support, influence and motivate others</li> <li>• Excellent time management; the ability to prioritise</li> <li>• Excellent Ability to self-motivate, work under pressure and meet tight and regular deadlines</li> <li>• Willingness to constructively challenge the work of self and others to continually improve own and team performance</li> <li>• Ability to understand, interpret and act upon complex information</li> <li>• Effective and empowering support of academy Personnel</li> <li>• Decision making, negotiating and problem solving skills</li> <li>• High standard of presentation; with attention to detail</li> <li>• Able to work on own initiative and as an effective member of a team</li> <li>• Able to work accurately and calmly, even under pressure whilst being positive</li> <li>• Diplomatic and tactful</li> <li>• A professional approach with absolute integrity and maturity to deal with sensitive issues in a highly confidential manner</li> <li>• Accept responsibility</li> <li>• Open – minded and receptive to new ideas, approaches and challenges</li> <li>• Hardworking, loyal, committed</li> <li>• Be flexible and accommodating at short notice</li> </ul>