

## **ROLE DESCRIPTION**

- POST TITLE:** Psychological Welfare Lead
- DEPARTMENT:** Phoenix Park and Sevenhills Academies
- PAY GRADE:** **JE33**
- REPORTS TO:** Executive Principal/Executive Vice Principal

Wellspring Academy Trust is a growing Multi-Academy Trust with fifteen Academies and five Free Schools in pre-opening. We are committed to making a difference to the lives and life chances of the young people and the communities we serve.

We are an education charity with Academies in the Primary, Secondary, Special and Alternative Education sectors, working with students with challenging behaviour and Social Emotional and Mental Health needs (SEMH). As such, we work with some of the most challenging young people in the system.

As the Trust continues to grow our roles offer pathways for ambitious and dynamic individuals who are determined to make a difference. We value our people; collegial working at all levels is central to our culture. High quality induction training and ongoing professional development support are guaranteed. There will be a broad range of opportunities for you to realise your professional vision and ambitions within the Trust.

We are interested in hearing from people who:

- Are self-motivated, customer-focused and organised;
- Enjoy working as part of an inclusive team;
- Have a commitment to supporting the work of education leaders and who are passionate about learning.

### **PURPOSE OF ROLE**

The post holder will be experienced in emotional health and wellbeing and fully understand SEMH and SEND. The post holder will work alongside the senior leadership team to strategically design and implement an early help tier of support for our young people, staff and parents across our academies within N E Lincs.

Undertake the organisation, planning and delivery of support appropriate to the individual's educational, social, emotional, physical and cultural needs to enable all young people to access appropriate learning.

To signpost young people with greater SEMH need to appropriate specialist support and external agencies.

## **MAIN RESPONSIBILITIES**

Identify the specific individual and group needs within the academy.

Manage a caseload of students with SEMH need.

Offer a student counselling service.

Design and implement SEMH programmes for small groups and bespoke individual 1:1 support based around the principles of CBT, nurture, mindfulness and restorative practices.

Lead on staff wellbeing initiatives and offer collegial emotional and wellbeing support.

Build capacity within other adults, including parents and academy staff, to be self-sufficient and develop a wider network of SEMH support with our mainstream partners.

Facilitate interventions towards the removal of barriers to learning that impact on individual achievement and progress.

Work with the Senior Leadership Team to identify and support vulnerable learners, especially those students with a safeguarding risk, requiring early help, needing risk assessments and those young people demonstrating specific clinical risk.

Report to the Senior Leadership Team and academy Governors about pertinent issues and SEMH developments.

Lead meetings with other professionals and parents/carers. Chair and participate in multi-agency meetings and conferences.

Perform individual assessments of young people in order to refer them to appropriate external services.

Lead training for colleagues across the N E Lincs Academies and wider Wellspring Academy Trust.

Manage a small budget using the practices of best value, develop and generate revenue streams.

Subscribe and participate in the principles of continued professional development by researching and adapting to meet current best practice in order to provide high quality and forward thinking support for our young people.

Evaluate the impact of their work at timely intervals and design subsequent interventions based upon self-evaluation.

Participate in, and undertake a proactive role in the Trust's activities. Be an advocate for our young people.

## **SUPERVISION AND MANAGEMENT OF PEOPLE**

Supervise, monitor, mentor, support, advise and guide less experienced colleagues, parents and young people. Participate in recruitment and selection.

## **CREATIVITY AND INNOVATION**

The postholder will work within broad policy guidelines and best practice and be required to exercise significant judgement and innovation to achieve medium and long term goals, respond to significant change and unplanned circumstances within broad financial and operational management constraints.

Undertakes analysis to highlight problem areas, specific issues and trends to develop effective approaches and a pro-active programme to respond to the issues identified, improve performance and comply with the school and LA's priority development plan.

## **CONTACTS AND RELATIONSHIPS**

Executive Principal and both Executive Vice Principals – receive direction on policy and service delivery issues.

Heads of Centre - report on performance and significant areas of concern.

Educational Psychologist - engage in appropriate and frequent clinical supervision. Signpost young people for further support and observation. Participate in consultation discussions. Provide supporting evidence in order for Educational Psychologists to make informed, action based decisions.

SENCO – to support the ongoing SEMH SEND work and augment the Assess, Plan, Do and Review process. To contribute to the SEND ECHAR process. To highlight any issues that may undermine the educational progress of a young person.

Parental Support Advisor – to support the development and continuity of a parent forum. To facilitate appropriate information sharing systems with health and social care.

School Nurse – to facilitate swift interventions from NHS colleagues and support and assist any in-academy work in order to support the health and wellbeing of our young people.

Young people – to support, assist and enable them to access the appropriate curriculum to their maximum potential. To care for their personal needs, maintain dignity and respect. Encourage young people to develop social, emotional and independence skills whilst providing support when it is needed. Parents or Carers – liaise with parents/carers to provide detailed updates on a young person's progress and resolve routine issues. Promote a positive attitude and contribute towards parent partnership development and the integration of the academy into the wider fabric of the community.

Other staff – ensure each setting meets the individual needs of all young people and ensure continuity of care. Identify areas of concern and tackle development opportunities. To determine priorities, provide guidance, advice and lead on planning activity.

External agencies – participate in young people's progress reviews (CIN/CP/LAC/MAM) to contribute information relating to individual achievement and to address any current barriers. Work with external agencies to keep them informed about current individual progress and subsequently implement agreed programmes of intervention.

## **DECISIONS**

Discretion – Decisions will be within broad policy. The postholder will be required to use judgement and initiative to resolve problems that arise where the solution may involve changes to school policy and practice to achieve targets and deadlines. Direction and guidance will only be sought on Strategic or major issues or very serious matter of concern.

Consequences – The majority of consequences should usually be readily identified. However some of the decisions could impact on the medium term effectiveness of the support function, school or quality of service provided and reputation of the school.

## **WORK ENVIRONMENT**

**Work Demands** – Able to choose between a range of options and alternatives to achieve service objectives and deadlines.

The post will involve regular conflicting priorities in functional activity working to set deadlines and performance objectives.

**Physical Demands** – The work requires normal physical effort.

**Working Conditions** – The postholder will have access to an agile working space and will also be required to visit locations throughout the separate centres.

**Work Context** – The job requires direct contact with students/young people, parents and a wide range of visitors to the school.

## **KNOWLEDGE / SKILLS AND QUALIFICATIONS**

- Further or higher education qualification relevant to the post;
- First Degree or evidence of working practice / education to first degree level;
- Evidence of competency of working at post graduate level;
- Post Graduate Diploma in Health promotion / Public health or equivalent;
- Experienced in planning and developing projects /services / training;
- Ability to present sometimes complex information in written and verbal form for a range of different audiences;
- Ability to utilise and manage academy management information systems (Arbor/SIMs/CPOMS).
- Knowledge of safeguarding procedures;
- Knowledge of Ofsted standards, be aware of current DfE initiatives;
- Excellent literacy, numeracy, ICT and written and verbal communications;
- Good interpersonal, communication and motivation skills with the ability to maintain and promote positive relationships with young people, parent/carers, colleagues and the wider community.
- Ability to represent and celebrate the values, culture and ethos of the school with wide range of audiences.

## **GENERAL**

- a) Other Duties - The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.
- b) Equal Opportunities - The postholder must carry out his / her duties with full regard to the Equal Opportunities policy.
- c) Health and Safety - The postholder must carry out his / her duties with full regard to the Health and Safety Policies and Procedures.

Wellspring Academy Trust is committed to safeguarding and promoting the welfare of our pupils.

All posts are offered subject to enhanced DBS checks. References will be taken up prior to interview.