



Job Description

Job Title	:	Mental Health and Wellbeing Practitioner
Responsible to	:	Deputy Head (Safeguarding and Wellbeing)
Department	:	Pastoral Care & Wellbeing
Last reviewed	:	June 2022

Job Outline and Purpose:

Haileybury is committed to supporting the mental health and wellbeing needs of all pupils and staff members so that they can thrive in our community and beyond. The opening of a dedicated Wellbeing Centre in September 2021, which also houses the School's Counselling Service, is testament to this commitment. In May 2022 the School was awarded the Wellbeing Award for Schools.

The role of the Mental Health and Wellbeing Practitioner is a new and exciting opportunity for someone with a keen interest and experience in youth mental health and wellbeing. The primary responsibility of the postholder will be to work directly with pupils who have emotional, social or mental health needs. They will act as an intermediary between the pastoral staff at the school and the professional services, ensuring that pupils are able to access the appropriate level of support in a timely manner. The Mental Health and Wellbeing Practitioner will triage concerns raised by pupils, or staff, and ensure that appropriate referrals are made (e.g. to our psycho-therapeutic counselling team, our EMHP and/or to the School's GP). It is anticipated that the post holder will also oversee a caseload of pupils who require more universal support in managing their concerns.

As a boarding school, Haileybury operates 24 hours a day, 7 days a week, and whilst the postholder will mostly work through the school day, the successful candidate can expect to have duties that extend into evenings and weekends to suit the needs of the School.

This post will suit someone with experience in child and adolescent mental health and wellbeing, perhaps through nursing, coaching work or social care.

Duties:

Working under the Deputy Head (Safeguarding and Wellbeing) and supervised by the Lead Counsellor, the post holder will develop the body of support available to pupils, and staff, at Haileybury. Roles and responsibilities will include, but are not limited to:

- Triaging mental health and wellbeing concerns, ensuring referrals into the appropriate service are made in a timely manner.
- Working closely with the School's GP Practice and Health Centre team to ensure appropriate sharing of information and support.
- Working with individual pupils whose needs do not require counselling, per se, but who would benefit from one off, or ongoing, support.
- Running group sessions, for example in boarding houses, to support the wider wellbeing of the pupil body and help tackle issues that arise across the school.
- Planning and leading activities to promote positive mental health and wellbeing, and supporting activities already in place (for example the school's LGBTQ+ Pride Alliance.)
- Supporting the smooth running of the counselling service, which is based within the Wellbeing Centre.
- Liaising with boarding staff and parents / guardians as appropriate to ensure best care for the pupils.

Appropriate professional development and training will be provided; and the postholder will be expected to undertake supervision with the School's Lead Counsellor.

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Person Specification

The successful applicant will have:

- A caring and warm persona, being someone to whom pupils will talk.
- A clear understanding of one's Safeguarding duty and responsibilities in a school setting.
- Good computer literacy, and familiarity with Google Suite.
- The ability to operate within a school environment.
- Ability to maintain confidentiality with tact, diplomacy and discretion, whilst appreciating the need to report concerns to safeguard a pupil's needs.
- Effective communication skills.
- The ability to work in a team and individually, using one's own initiative.
- A willingness to work beyond the contracted hours when the occasion demands.
- An ability to manage their own time effectively and be organised in their working habits.

They will be:

- A role-model to pupils through personal presentation and professional conduct.
- Enthusiastic, with the ability and willingness to learn.
- Honest, polite, reliable, resourceful, flexible, punctual and committed.
- Respectful of all pupils and staff whatever their race, religion, gender or sexual identity, promoting the School's values regarding Equality, Diversity and Inclusion at all times.

Child Protection at Haileybury

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website

<https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.