

MATRIX ACADEMY TRUST
Job Description – Mental Health Support Worker

Reports to: Work in partnership with:	Assistant Headteacher and Designated Safeguarding Lead Heads of House, Success Centre, Teaching Staff and Outside Agencies
Main purpose:	To work as part of the Safeguarding and Pastoral Team in supporting pupil's mental health and developing whole school awareness.
Main Activities and Responsibilities:	<p>Working with pupils – Mental health and Wellbeing</p> <ul style="list-style-type: none"> • Skilful assessment of pupil need, working side by side with the Mental Health Team. • High quality delivery of one-to-one or small group interventions. • Ability to work with appropriate staff to put interventions in place. • Record keeping and evaluation of impact of sessions. • Termly reports for leadership. • Use of data to create a strategy to maximise support for pupils. • Ability to manage caseload, under the direction of senior leadership. <p>Safeguarding</p> <ul style="list-style-type: none"> • Up-to-date training and clear understanding of safeguarding protocols and policies and data protection policies. • Ability to identify and report concerns immediately. • Ability to make recommendations about working with external agencies where appropriate. • Be proactive in working within school policy for safeguarding and alongside the safeguarding team. <p>Working with pupils – Pupil Leadership/Mental Health Ambassadors</p> <ul style="list-style-type: none"> • Work with groups of pupils to develop Mental Health across the school including working towards creating resources for tutors, assemblies, and peer-to-peer support. • Action plan working with these pupils across the year with clear meeting minutes/agenda and outcomes for pupils. <p>Working with staff – Whole School Mental Health</p> <ul style="list-style-type: none"> • Work with the Designated Safeguarding Lead, SMHL and Wellbeing Ambassador to produce resources for key events across the year. • Liaise and support with staff as to improve staff understanding and awareness of mental health.
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community and to support its distinctive mission and ethos. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school and supports its distinction mission

	<ul style="list-style-type: none"> • Appreciate and support the role of other professionals. • Participate in training and performance development as required • To attend training courses as required • Any other duty as deemed appropriate to the post by the Headteacher.
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name:..... Date:

Postholder Signature:..... Date:

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Person Specification – Mental Health Support Worker

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Hold an appropriate qualification to be a mental health Support Worker and work with a range of different types of therapy including CBT principles. (This may include a degree or post-graduate degree that links to the topics of children and young people, health and wellbeing, Psychology amongst others)	E	A
Be registered with HCPC/BACP (Health and Care Professions Council/British Association for Counselling and Psychotherapy)	E	A/I
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
Mental Health First aid trained	D	A
Experience and Knowledge		
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems	D	A/I
Familiar with office equipment e.g. phone systems, copiers	D	A/I
Working within a school or fast paced environment	D	A/I
Knowledge of safeguarding processes and procedures within a school or similar environment	D	A/I
Practical Skills, Personal Qualities and Behavioural Attributes		
Excellent verbal and written communication skills	E	A/I/S
Have strong organisation and time management skills	E	I
Able to prioritise own workload and multi-task	E	I/S
Ability to be a flexible worker due to the different demands of the role	E	I
Be self-reflective and independent	E	I
Excellent inter-personal skills, with both children and adults	E	I
Be motivated, resilient and able to work alongside pupils that can sometimes have distressing experiences	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Ability to handle highly confidential information	E	I

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).