## 

## JOB DESCRIPTION

**Post Title:** Wellbeing Mentor – 1 year contract initially

**Main purpose of job:**

To join our Wellbeing Team and under the direction of the Lead for Mental Health and Wellbeing to maintain a positive relationship with our young people to ensure that they participate fully in their education. To develop strong partnerships with home school links so that there is consistency of approach. Encourage full attendance and follow up any Wellbeing / Safeguarding concerns.

**Activities and Responsibilities**

* Develop positive links with teachers and home.
* Support the pastoral tutors.
* To develop the skills to become a Mental Health First Aider for pupils.
* To support the development of a Trauma Informed approach across the school.
* Review pupil attendance data.
* Where there are concerns about attendance follow up with home.
* Assist the Deputy Headteacher Pupils Development in the management of Wellbeing procedures. This may involve liaising with appropriate agencies including Children’s Services, interpreting services, parents and other professionals.
* Record concerns and under the direction of the Wellbeing / Safeguarding Leads, follow up these concerns appropriately.
* With the permission of the parent / carer, refer pupils to other agencies for support with Mental Health issues.
* Support small group work and 1:1 sessions with pupils as identified by the Wellbeing Lead.
* Maintain the Wellbeing Room as a welcoming and calming environment.
* Create and develop resources to support with trauma informed interventions.
* Under the direction of the Wellbeing Lead link with counselling services.
* Actively contribute to team working and support colleagues.
* Develop positive relationships with pupils and engage in break and lunch activities.
* Contribute to pupil assessment within the Wellbeing Team.
* Write daily handover notes to facilitate good communication across the school and residential provision.
* Share information on a variety of health, welfare and wellbeing with parents as needed.

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* In collaboration with the Wellbeing Team plan events and assemblies which promote student wellbeing.

**Other Professional Requirements**

* Be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Operate at all times within the stated policies and practices of the school and Wandsworth LA.
* Model positive and respectful communication with pupils, parents, colleagues and external professionals.
* Establish effective working relationships, in line with the code of conduct and set a good example through presentation, and personal and professional conduct.
* Contribute to the corporate life of the school through effective participation.
* Actively engage in Performance Management, training, continuous professional development and other learning activities as required.
* Work collaboratively with other professionals.

**At Oak Lodge School we expect all staff to** **make the education of pupils your first concern, and be accountable for achieving the highest possible standards in work and conduct. To act with honesty and integrity; forge positive professional relationships; and work with parents in the best interests of the pupils. To demonstrate consistently high standards of personal and professional conduct.**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Headteacher.

It is implicit that these duties are carried out in accordance with school and Council policies on equal opportunities.