



Clifton High School

CANDIDATE INFORMATION

MENTAL HEALTH LEAD



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BEYOND A SCHOOL, a place to belong



AN INTRODUCTION TO OUR SCHOOL

Clifton High School is future-focused with traditional values. Located in the heart of the beautiful and picturesque Clifton Village in Bristol, we are a mid-sized, all-through, independent school, educating boys and girls aged 3-18 years.

‘Realising Individual Brilliance’ is more than a tagline at Clifton High School; it is an aspect of education we truly believe in and see exemplified every day. Each child's unique talents and qualities are nurtured and celebrated in ways bespoke to them as an individual.

Clifton High School is renowned for its strong pastoral and family ethos. The safety and well-being of each pupil is our priority, ensuring emotional and personal development is given the same level of importance as academic achievement.

Our community rapport, teacher encouragement and continuous support create an atmosphere where children and young people develop happily and progress successfully. Parents often comment on the excellent relationships between staff and pupils as “relaxed yet always respectful”.



JOB DESCRIPTION

Job Title:	Mental Health Lead
Department:	Medical Centre
Reports to:	Senior Deputy Head - Pastoral

PRIMARY PURPOSE OF THE ROLE

To lead, develop and coordinate a whole-School approach to mental health and wellbeing, ensuring that pupils receive timely, effective and appropriate support to enable them to thrive academically, socially and emotionally. The Mental Health Lead will work collaboratively with pupils, families, staff and external agencies to promote positive mental health, deliver early intervention strategies, coordinate targeted support, and embed a culture of wellbeing across the School. The postholder will provide professional expertise, training and guidance to staff while ensuring that safeguarding, pupil welfare and excellent outcomes remain at the centre of all mental health provision for pupils.

SAFEGUARDING

Clifton High School staff will be committed to safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School when in their charge and care. They will also ensure that any volunteers they have engaged to work with the children and young people are also committed to safeguarding and are fully aware of the School's policies and procedures beforehand.

TERMS AND CONDITIONS SPECIFIC TO THE ROLE

This is a full-time role (37.5 hours per week), term-time only.

This role is 8:30am to 4:30pm, 5 days per week with an unpaid 30-minute lunch break per day. This includes all CPD days.

There is a Pension Scheme for all Business Support Staff, and a School Fee Remission Scheme is available. All staff are entitled to a two-course daily lunch during term time and to refreshments throughout the School day.



MAIN RESPONSIBILITIES

Whole School

- Develop and oversee the whole School approach to mental health and wellbeing, including:
- How it is reflected in the design of behaviour policies, pastoral support and the curriculum (including in PSHE)
- How pupils and parents/carers are supported and engaged in managing mental health and access to provision
- How national and local strategies, programmes and initiatives can be used in Clifton High School
- To provide counsel to pupils in the School

Working with pupils

- Know what national and local mental health services are available, and work in partnership with the Safeguarding Team and Pastoral Team to signpost these to pupils and parents/carers
- Achieve positive working relationships with parent/carers to ensure the young person and family is holistically supported
- Develop and maintain links with local mental health services, developing and maintaining pro-active approach
- Develop an early intervention model to identify and offer timely support to pupils exhibiting early signs of mental health
- Establish and follow a process of referrals and ensuring all staff are fully aware of the referral pathways for reporting and responding to concerns
- Refer pupils to NHS/or other services when appropriate
- Always ensure that recording keeping is competent and clear
- Ensure practice is good, safe and transparent and that confidentiality is always upheld.
- Coordinate the mental health needs of pupils within the School
- Oversee the delivery of student interventions, where these are being delivered at School
- Oversee the outcomes of these interventions on pupils' education and wellbeing



MAIN RESPONSIBILITIES CONTINUED

Supporting Staff Training

Provide guidance and training to all staff and ensure all staff can:

- Recognise signs and symptoms of mental health needs in pupils
- Know what to do should they have a concern

Support staff in contact with pupils with mental health needs to:

- Help raise awareness, provide strategies
- Give all staff the confidence to work with these pupils
- Share information about pupils with mental health needs with other members of staff where appropriate, so that there can be support throughout the School environment
- Work with a variety of different partners (including Place to Be, Mental Health Foundation, Off the Record, Anna Freud National Centre. etc.) to secure better mental health and wellbeing

General

- Implement, promote, and uphold the School's policies and model the very highest standards of professional behaviour and leadership and management
- Have a strategic vision for promoting positive mental health across the School
- Develop a provision map for pupils accessing mental health interventions
- Monitor the quality of provision and evaluate its impact on pupils and their outcomes
- Have oversight of mental health interventions that support pupil mental health and wellbeing and to work with School staff to ensure that these meet the needs of targeted pupils
- Promote high-quality professional communication including appropriate, accurate recording of data and information
- Lead meetings with professionals, external agencies, parents/carers, and colleagues as required to support their needs
- Establish positive working relationship with community-based services to facilitate the co-ordination of mental health provision across the School
- Ensure that all meetings are well organised, focused on provision and pupil outcomes and conducted according to professional standards



MAIN RESPONSIBILITIES CONTINUED

General Continued

- Prepare high-quality documents, presentations, and relevant materials for meetings to support items discussed and decisions both in relation to areas of personal responsibilities and the work of others
- Evidence a commitment to professional research and reading to support personal professional development
- Maintain positive parent/carers engagement that supports the work of the School
- Contribute to effective and safe daily operation of the School
- Support the Senior Leadership Team (SLT), Heads of Year, Phase Leaders, and any other colleagues in dealing with unexpected incidents or sudden crises and emergencies
- Support the sharing of good practice to promote professional development of colleagues and to manage and deliver training to staff
- Support and co-ordinate mental health provision for targeted pupils, including, as required, liaison with the Deputy Head (Pastoral), Heads of Year; outside agencies and partners; parents / carers
- Actively encourage and support high levels of parent/carers engagement and partnership working with all aspects of pupils learning and School life

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level, and scope of the post



PERSON SPECIFICATION

Skills, knowledge, and experience	Essential • Significant experience supporting children and young people with mental health and wellbeing needs. • Experience working collaboratively with different stakeholders e.g. parents, staff and external agencies. • Experience assessing needs, managing risk and making appropriate referrals. Desirable • Experience leading or developing a whole-School mental health strategy. • Experience within an educational setting. • Experience delivering staff training or workshops. Knowledge and Skills Essential • Understanding of child and adolescent mental health. • Sound knowledge of safeguarding and child protection procedures. • Excellent communication, relationship-building and influencing skills. • Ability to manage confidential and sensitive information appropriately. • Strong organisational skills and ability to prioritise competing demands.
Qualifications and Professional Development	Essential • Relevant degree or professional qualification in Mental Health, Psychology, Counselling, Social Work, Education or a related field. • Evidence of continuing professional development in mental health and wellbeing. Desirable • Current safeguarding training. • Designated Mental Health qualification(s). • Accredited membership of a relevant professional body.
Qualifications and Professional Development	Essential • Relevant degree or professional qualification in Mental Health, Psychology, Counselling, Social Work, Education or a related field. • Evidence of continuing professional development in mental health and wellbeing. Desirable • Current safeguarding training. • Designated Mental Health qualification(s). • Accredited membership of a relevant professional body.
Personal qualities and competencies	Essential • Empathetic, approachable and resilient. • Committed to safeguarding and promoting pupil wellbeing. • Able to work independently and as part of a wider team. • Proactive, professional and solutions focused. • Committed to equality, diversity and inclusion.



CLIFTON HIGH SCHOOL AS A BUSINESS

Just like other independent schools, Clifton High School is a business.

Our product is a high-quality, desirable education. To ensure we continue to provide the education and experience we are so passionate about, our business must be successful. This is largely down to fees; securing future pupils, retaining families, as well as maintaining and building upon the reputation we uphold.

Our parents are our customers, each making large financial and emotional investments in our School. As such, all employees are representatives of the School and play a part in its success.

With a flourishing and affluent Bristol population, the demand for an independent education is strong and highly competitive. To illustrate this, there are more independent schools within the city and its outskirts than anywhere else in the country, other than North London.

Clifton High School has learnt never to be complacent but to strive to keep competitive and ahead of the game. Our unique offering, together with co-curricular activities and personal and social development, is emphasised alongside academic excellence. Parents very much value this. Indeed, it is an important reason why they choose us.

Competition to attract pupils is high, and as such, we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School, embracing and reinforcing our ethos and values.



BEING A CLIFTON HIGH SCHOOL EMPLOYEE

Working at Clifton High School involves a commitment to the vision, culture and heart of the School. All staff members work with colleagues to ensure that the School fulfils its aims.

Our pupils are fun, inquisitive, enthusiastic and rewarding. Staff are expected to share and champion this passion for bringing out the best in each one of them. Classes are small, allowing staff to not only strive to achieve the highest standards but also to make a significant contribution beyond them. All staff enrich and strengthen the wider life of the School by undertaking duties, offering and supporting activities or clubs. As role models for our young people, they are encouraged to show planned and focused career development.

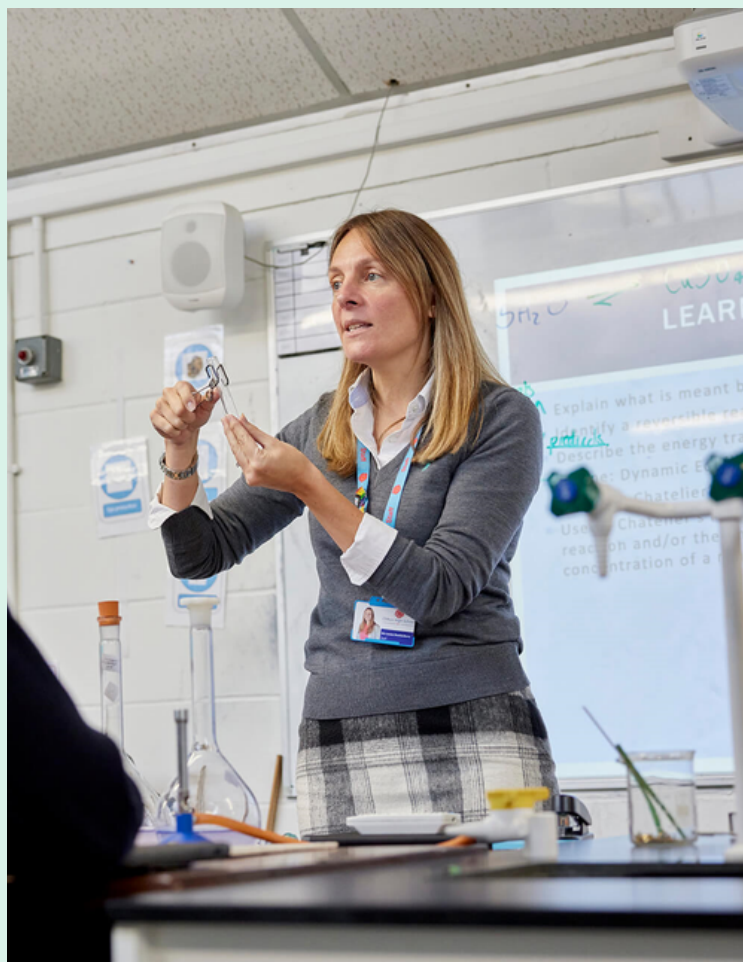
Focusing priority on excellence in the teaching and learning of our young people, as well as their personal development, staff are also encouraged to learn new skills and advance their own professional growth. Whilst Clifton High School encourages its young people to acquire skills, its staff must also lead by being open to new skills and knowledge.

We very much hope every individual, whether part of teaching, support, business administration or otherwise, to feel they belong to our Clifton High School community, sharing our common goal of the health, safety, well-being and education of our young people at its core.

‘Realising Individual Brilliance’ is not just for the pupils, but for everyone at Clifton High School.

What do we have to offer you?

- A committed and supportive staff community
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos with School values that our children and staff members carry with them for life
- Strategic, committed and supportive leaders
- Regular support and training to update skills
- Healthy and nutritious two-course lunch during term times
- ‘School Fee Discount Scheme’ for permanent staff members
- Regular staff socials



OUR VALUES



CURIOSITY

We educate our young people to be informed, inquisitive individuals with the ability and knowledge to use the art of questioning to explore the development of new, independent ideas. This, in turn, instils in them confidence and a lifelong love of learning.



EMPATHY

Relationships are enhanced when the value of love, for oneself and others, is achieved. This is something we encourage in all pupils, alongside a love of the planet we live on, the natural world around us and a passion for preserving it.



EMPATHY

The consideration of alternative perspectives is something we encourage in our pupils. It enables them to go out in the world with a desire to make positive change, through kindness, respect and understanding.



DIRECTION

We constantly support pupils to strive for ambition through a commitment and dedication to achieve personal goals that provide individual and personal direction, give purpose and drive motivation.

OUR STRATEGIC AIMS

At Clifton High School our strategy identifies six key areas that form the basis of our future:

- Pastoral Heart
- One School, One Team
- Beyond Academic Excellence
- Strong Community
- Secure and Successful
- An Environment to Thrive





Clifton High School

**THANK YOU FOR YOUR INTEREST IN
WORKING AT CLIFTON HIGH SCHOOL**