



## **Behaviour & Mental Health Lead Job Description**

### **Main purpose**

To develop and oversee the whole-school approach to behaviour and mental health and wellbeing, including support for pupils, staff and the wider community. To understand the needs of all stakeholders and implement evidence-based strategies to address these needs. To upskill staff so that they are able to support pupils' behaviour & mental health and wellbeing. To understand and build links with local behaviour & mental health services and other external agencies. To champion the school's commitment to delivering excellent outcomes in whole-school behaviour, mental health and wellbeing.

### **Whole-school approach**

- Create, implement and sustain a whole-school approach to behaviour, mental health and wellbeing, including:
  - Tailoring it to the school's needs, including pupils, staff and parents
  - Working closely with other relevant members of staff to make sure the approach is linked with other policies and processes, for example safeguarding, behaviour, attendance and attainment
  - Monitoring and evaluating the impact of the whole-school approach to continually improve it, including asking for staff, pupil and parent feedback
- Build working links with appropriate local behaviour and mental health services and external agencies to co-ordinate mental health and behaviour provision across the school
- Work with relevant members of teaching staff to review the school's curriculum and make sure there are cross-curricular approaches that promote positive behaviour, mental health and wellbeing
- Monitor and review the whole school behaviour policy that details the whole-school approach as well as guidelines and processes for staff to follow
- Create and maintain a comprehensive range of evidence-based resources to help pupils, staff and parents manage their own mental health

### **Supporting pupils**

- Develop, lead and oversee the delivery of interventions to address distressed behaviour, mental health and wellbeing needs, including 1-to-1, group and whole-class support
- Develop, lead and oversee an effective early intervention and prevention strategy that identifies pupils exhibiting early signs of poor mental health or wellbeing and distressed behaviour, and provide them with access to timely support
- Establish a clear process for referring pupils to NHS services when appropriate

### **Working with and supporting staff**

- Identify, plan, deliver and assess all training and development needs of staff with regard to supporting pupil behaviour, mental health and wellbeing across the school, including providing INSET training
- Develop training and resources to make sure staff understand the school's interventions, and know how to spot early signs of poor mental health, signs of distressed behaviour or wellbeing in pupils
- Make sure all staff are aware of the school's processes with regard to mental health and wellbeing, including the referral pathway for reporting and responding to mental health concerns
- Work collaboratively with other members of staff, including the designated safeguarding lead (DSL), special educational needs co-ordinator, Home School Link Worker, PBS, Parent Support Advisor (Kathy Gare), CAHMS to discuss pupils who need behaviour, mental health or wellbeing support
- Coach, support and train staff who are in contact with pupils with mental health needs to implement appropriate strategies
- Champion staff mental health and wellbeing

### **Working with and supporting parents/carers**

- Engage with parents/carers to understand their mental health and wellbeing issues, as well as that of their children, and support them accordingly to make sure there is holistic support for them and their children
- Liaise with parents/carers to discuss strategies that can help promote positive behaviour and mental health
- Provide guidance to parents/carers on navigating and accessing relevant local mental health and behaviour support services

### **Monitoring, evaluating and administrating**

- Monitor and evaluate the impact of interventions provided to individuals or groups of pupils or staff, to understand what is working and adapt the approach as needed, focusing on outcomes
- Lead and facilitate any school improvement priorities related to behaviour, mental health and wellbeing
- Analyse and report on behaviour data termly, and draw up action plans where needed
- Liaise with the governing board as required, such as by preparing reports on strategies, processes and interventions
- Make sure that record keeping is competent and clear at all times
- Lead weekly behaviour review meetings (linked to CPOMS) to review processes and procedures in place

### **Essential training and ongoing development**

- Access and use tools, strategies and resources to support their own mental health so that they can look after themselves
- Have up-to-date knowledge of the relevant local mental health services, including an understanding of the local triage and referral process for mental health support
- Reflect on personal development needs, including the needs of the school, and attend relevant training in order to be effective in the role in the school
- Attend conferences and/or workshops to acquire new knowledge and maintain understanding of best practice in school mental health and wellbeing and supporting positive behaviour and attitudes

### **Working with local services and external agencies**

- Work in partnership with local service providers and mental health professionals to make sure the needs of pupils and relevant adults are known, understood and used to shape the local support offer
- Identify and access the most appropriate statutory or independent mental health service provision available in the local area
- Work in partnership with PBS, The Mental Health Support Team and the cluster Parent Support Advisor to provide additional support for parents, staff and children

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

This job description may be amended at any time in consultation with the postholder.

**Last review date:**

**Next review date:**

**Headteacher/line manager's signature:**

**Date:**

**Postholder's signature:**

**Date:**