

Wellbeing Intervention Manager (Maternity Cover) – Job Description

POST TITLE: Wellbeing Intervention Manager (Maternity Cover)

GRADE : NJC Scale 5

POST REPORTS TO: Senior Mental Wellbeing Lead

HOURS: 37 hours per week, Term time only.

LIAISON WITH: Students, Colleagues in school, parents, outside agencies.

MAIN PURPOSE OF THE POST

To support students' learning by focusing on all barriers, perceived and actual through 1:1 intervention and small groups sessions. These sessions are time specific and students are referred via the school's internal wellbeing referral system. Sessions and progress are evaluated through self-report, exit assessment, gradebook, attendance, rewards and sanction.

Identification

- To liaise and work with pastoral and teaching staff to identify students who require additional support. Identification is through attendance registers, rewards and sanctions, gradebook, weekly pastoral data, students self-reporting, parental concerns and staff observations.
- As part of the identification process, work with the Senior Mental Wellbeing Lead (SMWL) to prioritise caseload.

Referral Process

- To review the current referral process and referral form to ensure optimum support for all identified students in a timely fashion.
- To reduce waiting time for support and intervention in order for students to build up their resilience to deal with issues.
- To be pro-active rather than reactive in order to reduce instances of self-harm and low mood in students.
- To promote the referral process in order to provide early intervention to reduce instances of referrals to external agencies where possible.

Assessments and Emotional Tracking

- To facilitate and record a baseline entry emotional assessment package for each student to identify the optimum child centred intervention
- To report the outcome of all assessments to the SMWL
- To identify a fixed term of intervention sessions, normally 6 sessions, with a clear entry and exit process which is recorded, evaluated and fed back to appropriate stakeholders including SMWL, parents and key staff

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Healthy School



The Marple Hall
Spirit

- To write an exit report including any recommendations for further intervention eg for external agency involvement
- To liaise and follow up with year teams and staff after a period of time (potentially one month) after the end of the intervention
- To follow all safeguarding procedures if any assessments raise concerns of this nature
- To contribute to the whole school emotional tracking system which is led by the SMHL

Interventions:

- To lead time specific therapeutic, wellbeing and behavioural interventions that are causing barriers to learning.
- To provide 1:1 and small group sessions which are timetabled
- To ensure that students only attend at their timetabled sessions and that this is communicated to teaching staff
- To timetable slots sensitively to minimise impact on learning for the student
- These interventions may include: CBT based work, Mindfulness, Living Life to the Full, Seasons for Growth, therapeutic based work eg art and music therapy, supporting low mood, self-harm, low self-esteem, anxiety and panic attacks bereavement and loss and resilience.
- To facilitate all assessments at the start and end of interventions and ensure these are communicated to the relevant staff
- To run drop in mental wellbeing sessions and activities at lunch times and after school
- To follow all safeguarding procedures if any intervention or drop in sessions raise concerns of this nature

General Responsibilities:

- To undertake all training as and when appropriate. Training will be provided as necessary
- To support with any activities as part of the whole school wellbeing strategy
- To work with SMHL and linked staff and other stakeholders
- To be actively involved in the transition of students either mid year or between key stages 2-5 and attend and lead any meetings as appropriate, particularly with regards to Managed Transfers and Permanent Exclusions
- To keep appropriately detailed records of interventions with students
- To participate in school routines and rotas
- To have responsibility for promoting and safeguarding the welfare of all students
- To have due regard for the School's Health and Safety policies
- To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head.

Determination

Honesty

Readiness

Respect

Spark