

## Post: Mental Health and Wellbeing Assistant (MHWA) in Education

Reporting to: The Lead Nurse

### Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for students aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere and to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

### Purpose of the Role

The Mental Health and Wellbeing Assistant (MHWA) is a key role, working closely with the Lead Nurse, Health Centre Assistants, wider school and pastoral team(s) and the Head of Compliance to support the proactive strategy for student health, including first aid, mental health and wellbeing, and pastoral care provision in the School.

### Contacts

The MHWA can expect to have a wide range of contacts with stakeholders both within and beyond the organisation. Contact with students and their families is of particular importance.

### The Role

The MHWA will report directly to and be line-managed by the Lead Nurse. In their work they will work within a team to help prioritise the needs of the students and of the H&WBC, under the direction of the Lead Nurse. The MHWA will provide high quality mental and physical health care and support to students and will seek to develop the role to reflect the needs and demands of the School Community.

The post holder will have access to confidential information, always requiring absolute discretion and in line with both internal and external data protection policies and laws. The MHWA will deal with a range of internal and external stakeholders and be responsible for supporting the Lead Nurse to deliver effective holistic care to the students. The MHWA will liaise with relevant members of staff, as required for the development of the service, and for the greater benefit of Prior Park Schools.

The role is based at Prior Park College (PPC), but travel to other locations may be required as part of the role. The role will require working one evening per week and occasional weekend working.

The main areas of responsibility are:

#### **Mental Health**

- To work directly with students who are experiencing challenges with their mental health, in collaboration with the H&WBC staff and School Counsellor.
- Assessing and care planning specifically in relation to individual and whole school population mental health needs.
- Supporting the wider Health and Wellbeing centre team to develop their skills caring for students with mental health conditions or support requirements.
- Supporting the boarding house staff to effectively provide mental health care to boarding students, in collaboration with the School Counsellor, when the Health and Wellbeing centre is closed.
- Promotion and development of a positive mental health service within the school including low level interventions and strategies to help students manage their mental health and build resilience.
- Engage in the delivery of the PSHE programme for all year groups, when required.
- Engage in the delivery of assemblies and other talks where appropriate and required.
- Develop and implement a programme of support sessions and deliver this to groups and individuals who are having similar issues e.g. building resilience, strategies, coping mechanisms, peer support.
- Develop and embed a process which triages and signposting of students both internally and externally where additional support is required
- Develop relationships with external organisations who can support students

#### **Physical Health**

- To provide first aid, medicine administration and support students individual health requirements.
- Work with students and staff to create individual person-centred care plans- under supervision of lead nurse.
- To work within the Health and Wellbeing Centre guidelines.
- To be a point of contact as part of the wider Pastoral Support Team for students, following the reporting procedures in place at the time.
- To follow the school's relevant policies, namely the First Aid, Health & Safety and Safeguarding policies and procedures when dealing with any incidences and provide recommendations as required.
- Working with the Lead Nurse to ensure the standards required by the Independent Schools Inspectorate and National Minimum Standards (for Boarding) are maintained and updated as necessary.

## Administrative Responsibilities

- To support the Lead Nurse in reviewing and developing health related policies and procedures.
- Update student health information on the school Management Information System (MIS) in a timely manner, and when appropriate.
- Updated any other systems as and when required e.g. reporting of Safeguarding Concerns, in a timely manner and when appropriate.
- Undertaking administrative tasks, e.g. word processing, spread sheets and other ICT based tasks.
- Answering the telephone and emails, both internally and externally.
- To undertake appropriate CPD training to support the development and progression of the role and Health and Wellbeing offering at Prior Park College.
- To accurately and contemporaneously document all care provided to students.
- To liaise with parents, guardians and other care givers on health matters relating to students.
- To liaise with other internal and external stakeholders on health matters relating to students.
- Ensure the safe and legal storage of medications within the school setting.

## Pastoral Care Responsibilities

- To provide supervision in the Boarding Houses for students who are unable to attend school because they are unwell.
- To ensure that when on duty the presence of boarders is checked individually and personally at times required and to report any unauthorised absence.
- To assist in escorting boarders to healthcare appointments, e.g. dentist, optician, hospital visits etc.

*The tasks listed above are not exhaustive and other additional, reasonable duties falling within the capabilities of the post holder may be required, depending on the needs of PPS.*

JD reviewed May 2024

## Line Management

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The MHWA has no direct line management responsibility.

## Professional Specification and Personal Attributes

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The post holder must have good interpersonal and communication skills and be able to liaise with external stakeholders and staff at all levels in a friendly and professional manner.

They must be able to work in a team and will also be expected to work independently on specific tasks. The postholder will be expected to work in a tidy and organised manner.

The post holder will be required to hold a current full UK driving licence.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>• Qualification associated within Mental Health and Wellbeing or Psychology (preferably at degree level)</li> </ul>	<ul style="list-style-type: none"> <li>• Adolescent Mental Health care qualification</li> <li>• First Aid at work 3day certification</li> </ul>

Experience	<ul style="list-style-type: none"> <li>• Minimum of 2 years post qualification work experience in Mental Health care services.</li> <li>• Working with young adults, adolescents, or children who have experienced mental ill health.</li> <li>• Holistic patient/service user care accounting for physical and mental health.</li> <li>• Working in a multi-disciplinary team to achieve long lasting positive outcomes for individuals.</li> <li>• Confident IT user with experience of Microsoft Teams, Word, Outlook, Excel and the school MIS.</li> <li>• Proven experience of operating administrative systems.</li> <li>• Proven experience of dealing with confidential and sensitive personal information.</li> <li>• Ability to prioritise workload and at times work under conflicting demands.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school.</li> <li>• Experience in working for/with CAMHS or a similar organisation.</li> <li>• Familiarity with physical health</li> <li>• Experience and knowledge of eating disorders</li> <li>• Experience in managing health anxiety</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Of the most up to date clinical practices.</li> <li>• Knowledge of the statutory requirements of legislation concerning Child Protection and Keeping Children Safe in Education.</li> <li>• Sound working knowledge of admin and office systems.</li> <li>• Knowledge and awareness of the importance of confidentiality and data protection.</li> </ul>	The Independent School's Inspectorate (ISI) and National Minimum Standards for Boarding (NMS)
Skills and competences	<ul style="list-style-type: none"> <li>• Individual patient risk assessments and care planning specifically in relation to all aspects of mental health with a person-centred approach.</li> <li>• Excellent written communication skills with the ability to produce high quality documentation.</li> <li>• Excellent level of interpersonal skills to enable liaison with staff and external organisations.</li> <li>• Excellent organisational skills, able to work to strict and often conflicting deadlines.</li> <li>• A flexible attitude towards duties and working patterns to fulfil the requirements of the role.</li> </ul>	

## Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to students and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way

which might be prejudicial to the school's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be always adhered to. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

### Special Working Conditions

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The MHWA will work on a rota basis to include occasional evening and weekend working.

The school has a no restraint policy and therefore we would expect the postholder to use any of these types of skills.

Schools are physically demanding environments, and the MHSA can expect to be involved in activities which may require physical exertion, e.g., moving equipment or setting up for events as and when required, always observing health and safety regulations and practices.

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. Access to other benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme and complimentary gym membership.