



Morley Memorial Primary School

Job Description and Person Specification

Pupil Well-Being Lead

February 2022

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of **Pupil Well-Being Lead** at Morley Memorial Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

Morley Memorial Primary School is committed to safeguarding the well being of children and expects all staff working with us to share this commitment. Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.



Job Description

Post Title: Pupil Wellbeing Lead

Responsible to: Assistant Head for Inclusion

Job Purpose: To assess the wellbeing needs of pupils, offering relevant advice, intervention and support to children and families and, where appropriate, work with external services to improve pupil wellbeing.

To work as part of a team to develop curriculum and promote a whole school approach to enhancing the emotional health and wellbeing of pupils and families so that all children are able to access and benefit from the educational opportunities on offer.

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description

Key Tasks and Responsibilities

Leadership and Management

- To work with senior leaders to support and champion activities which promote safeguarding, emotional health and wellbeing across the school
- To manage the work of a small team of support staff delivering wellbeing interventions and support
- To lead on the development of effective systems to monitor and evaluate the effectiveness of well-being provision, taking appropriate actions to bring about improvement.
- To ensure adherence to process and procedures related to record-keeping and pupil data and GDPR requirements.
- Manage a small budget to ensure the provision is suitably resourced to meet needs.
- Create and implement a wellbeing action plan outlining priorities for development, actions, timescales, resources and success criteria

- Keep abreast of current guidance and legislation related to the post and the range of services available

Ethos, Vision and Values

- To promote the ethos and values of the school
- To play a key role in promoting positive behaviours and support pupils in developing successful relationships
- To work with senior leaders to tackle bullying or discriminatory behaviour

Curriculum and Learning

- To assist staff in promoting well-being and developing resilience through the curriculum
- To deliver wellbeing curriculum sessions in class, at assembly or in small groups
- To contribute to whole school curriculum planning, ensuring opportunities to promote and develop well-being are integrated into the curriculum.
- To support all pupils, particularly those with identified barriers, to access and enjoy all aspects of school life.

Enabling Pupil Voice

- To ensure that vulnerable pupils have the opportunity to express their views or influence decisions

Staff Development

- To provide advice and guidance to staff on how to support their own well-being and that of others
- To support staff in identifying signs of anxiety and emotional distress and possible actions or follow up

Identifying Need and Monitoring Impact

- To identifying well-being needs, coordinate support or referral and monitor and evaluate the impact of interventions
- Provide regular reports to senior leaders or governors on the needs and impact of provision

Working with Parents and Carers

- To provide support and advice to families and help develop parenting skills, including through signposting to appropriate agencies

Targeted Support and Referral

- To carry out therapeutic interventions (such as play therapy) where there are the relevant skills, qualifications or experience.
- To determine potential risk and co-ordinate early intervention as appropriate

- To establish effective partnerships with the school's family worker, early intervention services and other organisations and contribute to multi-agency working where appropriate acting as lead professional
- To utilise available systems such as Liquid Logic to access support or contribute to TAF meetings where required.
- To ensure pupils have timely access to effective mental health support when needed

Other duties and responsibilities

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- To participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed time scale
- To undertake other reasonable duties commensurate with the grade of the post

Commensurate statement and Equal Opportunity

- The post holder will undertake any other duties required commensurate with the grade and seniority of the post. S/he will be expected to undertake all duties in the context of and in compliance with the Local Authority's equal opportunities policies.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances, it will be the aim to reach an agreement on reasonable changes, but if an agreement is not possible management reserves the right to make changes to the job description following consultation

Morley Memorial Primary School

Pupil Well-Being Lead

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Child Protection and safeguarding training if not current then a willingness to undertake this training) • Qualification in relevant area eg: education, social work, youth and community work or parenting support 	<ul style="list-style-type: none"> • Qualified to provide therapeutic input eg play therapy, counselling, music or drama therapy • Trained as or willing to undertake training as mental health first aider
Knowledge and experience	<ul style="list-style-type: none"> • Experience of working within schools or with children and families is essential. • Experience of working with a range of professional organisations including health and social care • Understanding of the social, emotional and educational development issues primary aged children may encounter • Understanding of current government policy and legislation relating to pupil wellbeing 	<ul style="list-style-type: none"> • Experience of working with primary aged pupils, in a school setting • Experience of working effectively with colleagues across a school setting • Knowledge and experience of procedures relating to child protection, health and safety and confidentiality •
Abilities and Attributes	<ul style="list-style-type: none"> • Passionate and committed to developing pupil well-being • Proven ability to build positive relationships with colleagues, children and families • Approachable for both adults and children • Resilient and able to address complex challenges • Able to prioritise and manage time and workload • Able to support the work of designated safeguarding leads 	

	<ul style="list-style-type: none">● Desire to promote and support the wider work of the school● Effective communicator● Flexible, organised and efficient● Able to use initiative as well as work as part of an effective team● Patient● Able to motivate and inspire others● Able to provide a good role model for other	
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