JOB DESCRIPTION

DDSL AND WELLBEING LEAD

POSITION: DDSL and Wellbeing lead

PAYSCALE: Scale 6, Point 18-20. Term time only (Pro rota salary- £22,616.00)

HOURS: 30 hours, times to be determined.

PURPOSE OF JOB:

We are looking to appoint an enthusiastic and passionate new member of staff to join our inclusion team. The successful applicant will provide our students with Wellbeing support.

WELLBEING LEAD:

* To manage a caseload of students per work providing counselling support for our primary school children.
* To help set up and run a counselling service for our school
* Help design and implement Wellbeing workshops for small groups of students on various Wellbeing related topics e.g. SATS exam stress and anxiety, self-esteem, managing anger etc.
* To create information packs and posters on Wellbeing and mental health to raise the awareness of Wellbeing with parents.
* Supporting other members of staff with any wellbeing concerns regarding students that they are concerned about.
* Supporting with any day to day Wellbeing needs of our students e.g. talking with students in distress etc.
* Being responsible to and working under the direction of the DSL.

SAFEGUARDING:

* To liaise with teachers, social workers and educational psychologists and making referrals where appropriate, guided by DSL and DDSL/Medical lead.
* Provide pastoral and first aid care to pupils to ensure their health and safety within the school.
* To implement the school’s Child Protection & Safeguarding policy and procedures.
* Encourage good practice by promoting and championing the child protection policy and procedures with the DSL
* Respond appropriately to disclosures or concerns which relate to the well-being of a child.
* In collaboration with the DDSL/Medical lead, act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
* To attend Child in Need (CIN), Initial Child Protection Conferences (ICPC), and Core Groups.
* In collaboration with the Headteacher and DDSL/Medical lead in working directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm
* To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection including the school’s confidential filing record.
* Ensure SIMS is updated with registering and de-registering CP pupils Accountability.
* To maintain confidentiality and professionalism at all times.
* To support with the delivery of staff training in relation to safeguarding.

GENERAL DUTIES:

* To adhere to the schools’ policies as outline in the staff handbook.
* To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
* To complete continued professional development as identified via the appraisal process
* To work in accordance to the school’s equality policy.
* To provide assistance by covering front desk if needed and all other avenues have been explored.

*This list of duties and responsibilities is neither extensive nor exhaustive and the post holder may be required to fulfil other duties at the discretion of the Headteacher.*

EDUCATION AND QUALIFICATIONS:

* Must be OR willing to get qualified as a counsellor or in their last year of training on a BACP accredited course.
* Must be OR willing to apply as a member of the BACP (including student membership).
* If a student member must have a minimum of 50 hours of clinical practice.