Sutton Coldfield Grammar School for Girls

Application Pack for Designated Senior Lead for Mental Health and Wellbeing

Start date: **September 2020 (or earlier if possible)**
Closing date for applications: **9.30 am on Monday 30th March 2020**
Interviews to be held: **Thursday 2nd April 2020**

This post is a permanent, term-time only post
37.5 hours per week (8am - 4pm) Monday to Friday
(alternative working hours may be considered)

Actual Salary Range: £26,622 - £30,214
Full time Equivalent Salary Range: £29,636 - £32,878
(dependent on skills and experience)
Dear colleague,

Thank you for your interest in our newly developed post of Designated Senior Lead for Mental Health and Wellbeing. At Sutton Girls, our focus is on providing high quality teaching and learning, personal development and wellbeing within a supportive, aspirational environment. We are looking for a motivated, caring, resilient team player to support and promote the safeguarding, mental health and wellbeing of our students.

Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls. There are over 1100 students in the school, including 240 students in our Sixth Form. We continue to be oversubscribed at Year 7 and many students choose to join the school in Year 12. We are fortunate to have great facilities which are well-maintained; these include recently refurbished science laboratories, new classroom block and multi-purpose social space, sports hall and library.

There is strong pastoral support and a wide variety of extra-curricular curricular opportunities which allows students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM and various student led clubs and activities. There are many residential trips, including CERN and World Challenge visits to Africa, China and Costa Rica. We also re-launched ski trips last year, with our second trip to the USA taking place during February half term.

These are exciting times for the school; we have fantastic results (August 2019: 74% of GCSE grades were 7-9 and 51% were grades 8/9, at A-level 77% of grades were A*/B and 47% A*/A) and we continue to reflect on ways we can improve. We are putting growth mindset strategies into our day to day activities and looking for ways to maintain and develop staff and student wellbeing.

This link (https://www.suttcold.bham.sch.uk/newsletters) is to our most recent newsletter which will give you more of a flavour of what is going on within school. Having joined the school in September 2017, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,

[Signature]

Dr B. Minards
Headteacher
Job Description

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Responsible to: Deputy Headteacher – Student and Staff Development

Job Purpose:

• To support the Deputy Headteacher in managing and implementing the identification, assessment, intervention and referral process to external agencies in supporting student mental health.
• To be responsible as the school’s Mental Health Lead professional and non-teaching Deputy Safeguarding Lead (DSL).
• To work with students, staff, parents and external agencies to champion activities that promote the safeguarding, mental health and wellbeing of students.

Key Responsibilities:

• Contribute to setting a positive culture in which students develop resilience, optimism, a strong sense of self-worth and a love of learning, allowing them to become happy and well balanced adults.
• Promote positive educational outcomes through understanding the welfare, safeguarding and child protection issues that students may be experiencing; help identify the impact these issues might be having on students’ attendance, engagement and achievement at school.
• As the school’s non-teaching Deputy DSL, support the DSL in taking responsibility for ensuring all safeguarding and prevent concerns are recorded, addressed and referred when necessary to the appropriate agency.
• Ensure students receive timely and effective one to one therapeutic support with their mental health when needed and monitor the impact of this intervention.
• Develop effective partnerships with external support agencies including CAMHS and social care regarding our most vulnerable students.
• Work alongside the pastoral team to deliver proactive small group activities, promoting social and emotional aspects of learning and building self-esteem.
• To communicate effectively with all stakeholders and act as a point of contact for matters on mental health; proactively sharing relevant information with other members of staff where appropriate.
• Work with the SENDCO and pastoral team to develop clear systems and processes to help identify students with mental health issues.
• Work with the SENDCO and staff to provide CPD and ensure they are aware of best practice in supporting students with mental health issues.
• Communicate with parents individually and collectively to raise awareness of well-being strategies, and signpost to support agencies where appropriate.
• Work alongside key staff to ensure wellbeing is taught within the curriculum, empowering all students to look after their own mental health.
• To link into any local, regional or national initiatives that would enhance the wellbeing offer at Sutton Coldfield Grammar School for Girls.
• To keep confidential and up to date records and documentation of all work in line with the school recording systems.
### Person Specification

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<th>Qualifications</th>
<th>Applicants should have a good standard of general education:</th>
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<td>• Five GCSEs 9 to 4 (A* to C), including English, maths, and a science.</td>
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<td>• Relevant qualification in mental health support (eg counselling, nursing etc) and experience in mental health support.</td>
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| Knowledge & experience | • Experience as a Designated Safeguarding Lead or equivalent safeguarding lead experience. |
|                        | • Experience of working with young people and their families. |
|                        | • Evidence of recent relevant professional development. |
|                        | • Experience of working with external agencies eg CAMHS. |

| Skills | • Confident in leading one to one and group mental health and wellbeing interventions. |
|        | • Ability to identify, assess, intervene and refer individual students who may need additional mental health support. |
|        | • A sound understanding of confidentiality and professional boundaries. |
|        | • Evidence of excellent relationships with young people and adults. |
|        | • Ability to work calmly under pressure, displaying kindness, optimism and resilience. |
|        | • Ability to work effectively as part of a wider team. |
|        | • Excellent communication, organisational and time management skills. |
|        | • Demonstrate patience, initiative and integrity. |
|        | • Show a shared approach to problem-solving and achieving goals. |
|        | • Committed to the ethos of Sutton Coldfield Grammar School for Girls. |

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
What you can expect as an employee at Sutton Coldfield Grammar School for Girls

Sutton Coldfield Grammar School for Girls is a vibrant school where there are endless opportunities for you to get involved in a range of activities and where you will be well supported in taking any initiatives of your own. It is a place where you should always feel confident to try something new to enhance the learning environment.

You can expect:
• The initial support of a mentor;
• Access to an induction programme;
• The support of your line manager;
• Guidance in your career development through appraisal and other opportunities;
• To be kept informed of issues relating to your job;
• To have an annual review of your overall performance.

What Sutton Coldfield Grammar School for Girls expects from its staff

• That you act in accordance with safeguarding and child protection procedures;
• That you observe a smart, business-like code of dress.
• That you follow the school rules and codes of practice; including the staff code of conduct;
• That your public attitude and behaviour gives positive messages to those around you;
• That you provide effective support for your colleagues;
• That, where appropriate, you support students’ learning activities;
• That you promote positive behaviour;
• That you develop and promote positive relationships;
• That you support the development and effectiveness of work teams;
• That you attend any meetings as required;
• That you reflect on and develop your own practice;
• That, where appropriate, you support teaching and learning in a curriculum area.

At Sutton Coldfield Grammar School for Girls we work hard to promote an open and positive environment for teaching and learning. We look forward to your contribution as a member of staff to this rich culture.
How to apply

In order to apply for this post, please complete the Application Form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post;
2. Outline the experiences that you believe have prepared you for this post;
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

Completed applications should be emailed to recruitment@suttcold.bham.sch.uk or sent to:  
Dr Barbara Minards, Headteacher, Sutton Coldfield Grammar School for Girls, Jockey Road,  
Sutton Coldfield, B73 5PT.


Interviews will be held on Thursday 2nd April 2020. Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo Enhanced Disclosure clearance from the Disclosure Barring Service.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:
• motivation to work with children and young people;
• ability to form and maintain appropriate relationships and personal boundaries with children and young people;
• emotional resilience in working with challenging behaviours;
• attitudes to the use of authority and maintaining discipline;
• any relevant issues arising from references;
• any gaps in time not covered by details in the application form.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This is a non-smoking site.
Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:
- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.
- If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

**Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Miss Claire Flannery**

If this person is not available please contact

**Deputy DSL/SPOC:** Mrs L. Vincent  
Ms S. Harper  
Mrs L. Neal

**Headteacher:** Dr Barbara Minards

Everyone working with our students, their parents and carers should be aware that:
- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

*If anything worries you or concerns you, report it straight away.*

*The school’s Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.*