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**NEWPORT MIND**

**JOB DESCRIPTION**

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| **TITLE:** | Whole School Approach Project Worker (School-Based) |
| **RESPONSIBLE TO:** | Whole School Approach Project Coordinator |
| **GRADE:** | NJC 15 - £27,803 pro rata |
| **HOURS:** | 15 Hours p/w Fixed Term until 24 of August 2025 |

**PURPOSE OF POST:**

The purpose of this post is to provide person-centred mental health support to the young people (aged 11-18) of secondary schools in Newport that have specifically commissioned a schools-based project worker from Newport Mind. This role has the following aims:

* To respond to the increasing mental health difficulties that young people are experiencing;
* To improve the overall mental health and wellbeing of young people, and the wider school community;
* To increase knowledge of mental health and wellbeing and improve mental and emotional resilience, for young people and their communities;
* To increase the number of young people managing their mental health without being referred to specialist higher tier services.

This will be achieved through the school-based delivery of focused and school-wide interventions to young people, with the possibility of intervention delivery for the wider school community (including staff, parents and carers) depending on the needs identified by individual schools. Intervention delivery for the wider school community may take place outside schools.

**PRINCIPAL RESPONSIBILITIES:**

1. To develop and deliver targeted person-centred one-to-one and/or group support to young people with a focus on building mental resilience through providing techniques for staying well and managing personal and educational transitions.
2. To work in partnership and communicate effectively with schools, including wellbeing leads, senior leadership teams and general school staff, to ensure the successful delivery of mental health and wellbeing support, while working on site within schools.
3. To meaningfully engage with school communities, including school staff, parents, carers and families, with the aim of further supporting the mental health and wellbeing of pupils.
4. To monitor the progress of service users and service delivery by collecting evaluation data at regularly determined intervals, including wellbeing assessments and satisfaction surveys.
5. To take responsibility, with support and direction from the project coordinator, for the following:
   1. Managing a caseload of young people, that will include service delivery planning, reviewing case progress, determining case closure and recording client-data using an online database.
   2. Complying fully with safeguarding procedures in line with Newport Mind and schools safeguarding policies.
   3. Complying fully with up to date GDPR requirements including the storing of all physical evaluation data securely in locked cabinets and ensuring electronic data is password protected.
   4. Contribute to the production of evaluation reports and other publicity material about the project to distribute and publicise to key stakeholders, local, regional and national forums

**EXPECTATIONS**

1. To work in line with, and to support the delivery of, the vision, mission, values and goals of Newport Mind and to be a champion for Newport Mind at all times.
2. Adhere to and work within all the policies of Newport Mind such as child protection policy, protection of vulnerable adults, confidentiality and data protection policies, and the policies contained within the employee handbook.
3. To actively participate, engage with, and respond to, the Newport Mind supervision, external supervision and appraisal processes.
4. To attend and positively contribute to Newport Mind and Project meetings and other meetings as required.
5. To attend and positively contribute to Newport Mind and Mind training as required.
6. To actively contribute to a positive, supportive and constructive working ethos, relationships and environment with Newport Mind, partner organisations and other organisations.
7. To contribute to making Newport Mind a greener workplace.
8. To support and contribute to our overall aim of the participation for people with experience of mental health problems, including within Newport Mind, and to be committed to working alongside people with experience of mental health problems, as colleagues, (paid & unpaid) experts and campaigners.
9. To be flexible, adaptable and undertake work to support the aims of the project and Newport Mind, including travel to deliver support to schools in the community.

**Criminal Records Bureau Check**

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

**Person Specification**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job, each point should be addressed in your application form. The second column indicates whether the characteristic is essential (E) or desirable (D).

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| **Experience** | |
| 1. Experience of providing support to children, young people and families, including one-to-one and group support 2. Experience of providing direct support to young people with mental health problems. 3. Experience of working in partnership with other professionals and agencies to deliver a service 4. Experience and understanding of secondary school systems and practices, with a particular regard to mental health and wellbeing. | E  E  E  D |
| **Skills/Abilities** | |
| 1. Able to build appropriate relationships with young people to build trust and encourage engagement. 2. Able to confidently deliver support, interventions, and workshops to a variety of audiences and groups, adjust approaches as needed. 3. Able to work successfully on your own initiative and as part of a number of teams and partnerships. 4. Able to organise and prioritise own workload effectively to meet job and project objectives. 5. A good knowledge and understanding of mental health and wellbeing for individuals, families, and communities including the wider context, such as education, services, legislation, policies and strategies. | E  E  E  E  E |
| **Equality and Diversity** | |
| 1. Able to understand and respond to the impact that disadvantage, inequality, stigma and discrimination have on individuals, communities and groups. 2. A commitment to working alongside people with mental health problems or experience of mental health problems as colleagues. | E  E |
| **Education and** **Training** | |
| 1. A relevant degree or equivalent experience suitable to the role. 2. Training relevant to the role such as mental health, parenting, working with families and service development | E  E |
| **Other Requirements** | |
| 1. A commitment to acquiring the skills, knowledge and understanding, through training and other opportunities 2. Willingness to be flexible in meeting the needs of children with mental health problems, the needs of Newport Mind and the needs of Schools and Families as appropriate to the role. 3. A commitment to the ethos and values of Mind and Newport Mind. 4. A clean driving licence and access to a roadworthy car. | E  E  E  E |

We will consider any reasonable adjustments under the terms of the Equalities and Human Rights Act, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post and to attend an interview.

The Job holder will ensure that Newport Mind's policies are reflected in all aspects of his/her work, in particular those relating to:

1. Child Protection and the Protection of Vulnerable Adults
2. Equalities and Human Rights

(ii) Health and Safety

(iii) Data Protection