



**St Ralph  
Sherwin**  
Catholic Multi Academy Trust



# St Philip Howard Catholic Voluntary Academy

*Part of the St Ralph Sherwin Catholic Multi Academy Trust*



## **Mental Health and Wellbeing Lead**

**Start Date: ASAP**

**Salary: SRS Band 4 SCP 11-17**

**Line-manager:  
Assistant Headteacher**



# Headteacher's Welcome

Through a three – way partnership between home, school and parish we aim to work as a team to ensure our children achieve their potential. We believe that a happy child is a fulfilled child and therefore our strong pastoral system is of key importance to us. Our Catholic faith underpins everything that we do and ensures that our pupils are well rounded, confident young people with increasingly high aspirations. We are on an exciting journey at SPH, we firmly believe that by working together all our pupils will have a bright future ahead. In our recent Ofsted, we secured a good judgement in all areas.

St Philip Howard Catholic Voluntary Academy is an exciting place for our students to grow and develop, building an enriching love of learning and a spiritual outlook that they will carry with them through life. We are an oversubscribed smaller than average Catholic Secondary school of 583 pupils located in Glossop, Derbyshire.

The successful applicant for this position will be joining a school where we care about our students and we care about our staff. Staff workload is regularly considered when decisions are made and the happiness and care of all who work with us are crucial. The school has undergone significant change in recent years and the school is now in a good secure position.

If you are excited by this vacancy, I would welcome the opportunity to discuss the post with you, if you feel you want to be a part of our #TeamSPH journey.

Mr M Kays  
Headteacher



St Ralph  
Sherwin  
Catholic Multi Academy Trust

## About this post



## The Post

We are looking for a keen and enthusiastic Mental health and Wellbeing Lead to help support the students at Saint Philip Howard Catholic Voluntary Academy. This is an exciting opportunity to join #TEAMSPH as we continue on our journey.

## The Role

The Mental Health and Wellbeing Lead will play a central role in promoting positive mental health and emotional wellbeing across the whole school community. This includes direct support for students and staff, oversight of the Wellbeing Hub, leadership of student mental health ambassadors, and close working with safeguarding, family support, and external agencies to ensure timely and effective support for vulnerable young people and their families.



## #TeamSPH: Together on the Journey

**Together**, we will make the SPH journey: safely, respectfully and with kindness as part of a **united Catholic family**.

**God** will be at the heart of our journey, supporting us to realise the potential of our **God given talents**.

**Our Gospel Values** will guide us on our journey, helping us to make **brave choices** along the way.

**Respect for all** will be at the spirit of our journey and we will **embrace the uniqueness** of everyone we greet.

**Inspiration and passion for learning** will lead us all to have a **memorable and successful journey**.



# Person Specification

	Essential Criteria	Desirable Criteria
Education & Qualifications	<ul style="list-style-type: none"><li>• Good level of literacy and numeracy skills.</li></ul>	
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"><li>• Experience working with children and young people in a mental health, wellbeing, safeguarding or pastoral role.</li><li>• Strong understanding of safeguarding, early help and multi-agency working.</li><li>• Ability to build trusting relationships with students, families and staff.</li><li>• Experience of holding a caseload and managing sensitive information appropriately.</li><li>• Excellent communication, organisation and record-keeping skills.</li><li>• Ability to work calmly and professionally in emotionally demanding situations.</li></ul>	<ul style="list-style-type: none"><li>• Relevant qualification in mental health, counselling, youth work, social care or wellbeing.</li><li>• Experience of working within a secondary school setting.</li><li>• Experience of leading wellbeing initiatives or student leadership groups.</li></ul>



	Essential Criteria	Desirable Criteria
Work related personal requirements	<ul style="list-style-type: none"><li>• Have the capacity to work collaboratively as part of a team</li><li>• Enjoy working in a challenging but highly rewarding environment</li><li>• Demonstrate practical knowledge and problem-solving skills</li><li>• Ability to multitask</li><li>• Strong interpersonal, written and oral communication skills</li><li>• A good attendance record.</li><li>• Evidence of the stamina required to cope with the demands of the post.</li><li>• Willingness to support Catholic life and ethos in the Trust and its academies</li><li>• Attention to detail and can-do approach</li></ul>	
Other requirements	<ul style="list-style-type: none"><li>• Ability to form and maintain appropriate relationships with colleagues, students and parents</li><li>• Empathetic and approachable manner</li><li>• Highly motivated and pro-active</li><li>• Flexible</li><li>• Sense of humour</li><li>• This post is subject to an enhanced DBS disclosure</li><li>• Must be committed to safeguarding the welfare of children</li></ul>	<ul style="list-style-type: none"><li>• Willingness to contribute to the wider life of the school</li></ul>



# Job Description

## Main purposes of the job

### Mental Health & Wellbeing Provision

- Lead on mental health and wellbeing support for students and staff at St Philip Howard.
- Oversee the daily running and development of the Wellbeing Hub, ensuring it is a safe, supportive and well-used space.
- Organise and deliver wellbeing and mental health activities, awareness days, assemblies, initiatives and campaigns across the school year.
- Provide emotional and practical support to students and staff, offering advice, signposting and early intervention where appropriate.

### Student Support & Casework

- Hold a caseload of students, providing ongoing one-to-one support as appropriate.
- Organise and deliver one-to-one meetings with young people both on and off caseload, responding flexibly to emerging needs.
- Identify when a child or young person requires additional or specialist intervention, escalating concerns appropriately.
- Complete referrals to external agencies and support services for young people and families.
- Support vulnerable students at the start of the school day, helping them to regulate and access learning.

### Family & Early Help Work

- Work alongside the family support team and external professionals to support children and families accessing Early Help Assessments or who are open to Child in Need / Child Protection plans.
- Complete home visits when required, in line with school policy and safeguarding procedures.
- Work closely with the Family Support Team to ensure joined-up, holistic support for families.

### Safeguarding Responsibilities

- Respond to safeguarding concerns in a professional, timely and appropriate manner, in line with school policy and statutory guidance.
- Be an active member of the school safeguarding team, working under the direction of the Designated Safeguarding Lead (DSL).
- Maintain accurate, up-to-date records, including chronologies, ensuring all safeguarding and wellbeing documentation is completed within agreed timescales.



### **Leadership & Student Voice**

- Lead and develop the Mental Health Ambassadors / Champions, providing training, guidance and supervision.
- Support student voice initiatives related to wellbeing and mental health, ensuring pupil perspectives inform school practice.

### **Administration & Record Keeping**

- Maintain high-quality administrative records, including case notes, chronologies, referrals and action plans.
- Ensure information is recorded securely and in line with GDPR and safeguarding requirements.
- Monitor impact and contribute to reports and evaluations as required by senior leaders.



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