

Post Title and Grade	Deputy Mental Health Lead / School Counsellor - SC5 (point range 22–25)
Reporting to	Vice Principal [SENDCo & SMHL]
Liaising with	Educational Psychologist, ELSA, Lead and Deputy DSL, Deputy overseeing student behaviour, NHS services, including Forward Thinking Birmingham, COMPASS and the Neurodevelopmental Pathway (NDP), The Local Authority services (educational and social), local and national mental health organisations and charities and parents and carers.
Job Purpose	
To provide specialist leadership and direct support for student mental health, safeguarding and neurodevelopmental needs. The postholder will deliver high-quality, trauma-informed and neuro-affirmative interventions, alongside a confidential counselling service, ensuring students are supported to thrive emotionally, socially and academically.	
Key Responsibilities	
• Provide specialist, trauma-informed mental health support, including counselling and targeted interventions for students with complex needs • Support the development and implementation of whole-school mental health strategy and policy • Support students with SEND, including autism, ADHD and wider neurodiversity, to access appropriate provision • Act as an operational lead for mental health systems and provision across the school, ensuring mental health provision is inclusive, accessible and well-coordinated • Manage a counselling caseload within BACP (or equivalent) framework • Coordinate internal and external support, including referrals to agencies and NHS services • Coordinate internal and external provision, including timetabling and access. • Maintain effective communication with families, staff and external partners • Gather and respond to student voice to evaluate and improve provision • Contribute to CPD, policy compliance and continuous professional development	
Stakeholder Responsibilities	
Students • Deliver targeted individual and group interventions (e.g. anxiety, emotional regulation, social communication) • Provide trauma-informed and neuro-affirmative support • Support students with SEND, autism, ADHD, SLCN and EAL to access appropriate mental health and wellbeing provision. • Analyse CPOMS data to identify trends and inform planning • Identifying risk and safeguarding concerns and escalate appropriately • Contribute to Individual Support Plans (ISPs) where required School Staff • Provide advice and guidance on mental health, trauma and neurodiversity • Deliver CPD on mental health and inclusive practice • Support coordinated responses to behaviour, attendance and wellbeing concerns with a wider Pastoral team • Share relevant information in line with safeguarding and data protection Parents and Carers • Act as a key contact for mental health and neurodevelopmental support • Ensure parents/carers are fully informed and that consent is obtained, recorded and reviewed • Support parental engagement through termly Community Cafés and targeted communication	

External Services

- Liaise with NHS and Local Authority services (e.g. Forward Thinking Birmingham, COMPASS, NDP) to support student wellbeing and safeguarding, implementing relevant developments within school practice
- Lead and coordinate referral pathways (including STIC, autism and ADHD)
- Act as the main point of contact for the Educational Psychologist, ensuring appropriate pupils are identified and signposted.
- Liaise with COMPASS to support access to NHS-commissioned CBT for individuals and groups
- Coordinate provision, information sharing and partnership working
- Work with local and national organisations and charities supporting mental health and wellbeing.

Specific Safeguarding Requirements

- Lead on CPOMS mental health caseload and identify emerging risks
- Maintain accurate, confidential safeguarding records
- Contribute professional judgement to safeguarding decisions
- Uphold safeguarding duties, ethical practice and clear boundaries

General Safeguarding Requirements

- Ensure all students learn in a safe environment, reporting concerns to the site team or a Designated Safeguarding Leader (DSL)
- Follow safeguarding systems, policies and procedures at all times
- Identify students who may need early help and escalate to a DSL promptly
- Act consistently in the best interests of the child
- Protect students from harm and support their health, development and welfare
- Take appropriate action to secure the best outcomes for all students

Other Duties

- To engage actively in the Performance Management review process
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to CRST's agreed Code of Conduct
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown but in consultation with the post-holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.