

## JOB DESCRIPTION

### **Designated Mental Health Lead (DMHL) & deputies**

Seven Springs Education is committed to safeguarding and promoting the welfare of children and young people, including the support of wellbeing and mental health, and expects all staff and volunteers to share this commitment.

The Designated Mental Health Lead (DMHL) must be an appropriate senior member of staff, from the leadership team. They take lead responsibility for the mental health and wellbeing approach at Seven Springs Education, providing advice and support to staff, liaising with the Designated Safeguarding Lead (DSL) where appropriate, and working with a range of other agencies where relevant. The Designated Mental Health Lead need not be a member of the teaching team but must have the status and authority within the management structure to carry out the duties of the post. Whilst deputies can carry out delegated activities, the ultimate lead responsibility remains with the Designated Mental Health Lead. The lead responsibility cannot be delegated.

### **Training**

The DMHL (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other DMHLs, or simply taking time to read and digest wellbeing and mental health developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.

Training should provide the DMHL with a good understanding of their own role, and the processes, procedures and responsibilities of other agencies, so they can carry out the duties summarised below.

### **Coordinating provision for wellbeing and mental health**

The DMHL is expected to coordinate Seven Springs Education's provision for students' wellbeing and mental health needs which includes:

- Ensuring all staff receive basic mental health awareness training

- Ensuring staff supporting students with emerging mental health needs are aware of how to access knowledge and resources to support them
- Overseeing any internal interventions carried out by other members of staff (NB this is a supervisory role and does not equate to clinical responsibility for treatment or professional supervision; the remit for this is held by the NHS)
- Liaising with external agencies such as schools, local CAMHS, Mental Health Support Teams or local community provision to support mental health interventions
- Monitoring and assessment of the impact of interventions in regard to attainment and wellbeing
- Engaging students and their families in wellbeing and mental health education and how to help them access further support.

### **Providing advice and support to other staff on mental health and wellbeing matters**

The DMHL takes the lead role on coordinating resources and support for other staff on mental health and wellbeing, including:

- Ensuring all staff receive basic mental health awareness training
- Compiling resources from other organisations in a central location for staff to access
- Providing advisory support to other staff on wellbeing and mental health matters where appropriate
- Assessing staff mental health and wellbeing through methods such as staff surveys, feedback and by maintaining clear channels of communication
- Ensuring all staff are aware of how to contact the DMHL and how they can be of support

### **Embedding mental health and wellbeing considerations across the organisation**

In cooperation with the senior leadership team, the DMHL will take steps to embed considerations for mental health and wellbeing across Seven Springs Education, including:

- Auditing current provision in place to support the wellbeing and mental health needs of students and staff
- Reviewing existing policies to determine if measures and procedures are embedded to support mental health and wellbeing
- Working collaboratively with a team of key staff members who can support the implementation of whole school mental health and wellbeing

- Liaising with the DSL to ensure safeguarding procedures are clear for mental health concerns
- Creating and resourcing training materials for onboarding and ongoing learning about wellbeing and mental health for staff
- Ensuring curriculums and teaching methods reinforce a positive ethos around mental health and equip students to be resilient

## Supporting documents

- 'Transforming children and young people's mental health': a Green Paper (DoH & DfE, 2018)
- Keeping Children Safe in Education (KCSIE) (DfE, 2022).
- SEND Code of Practice: 0 to 25 years (2020).
- Mental health and behaviour in schools (DfE, 2018).
- Supporting pupils with medical conditions at school (DfE, 2017)

## Availability

The DMHL (or a deputy) should always be available (during working hours) for staff to discuss any wellbeing or mental health concerns which do not present an immediate safeguarding concern. In instances when a child is suffering or likely to suffer harm, or is in immediate danger, please follow the safeguarding reporting procedure. It is best practice for staff to contact both the DMHL and DSL to discuss any mental health or wellbeing concerns to ensure all parties hold a full picture of a student or situation.

To enable a rapid response to safeguarding concerns, the DMHL (and deputies) should all respond immediately to emails sent to [DMHLteam@seven-springs.co.uk](mailto:DMHLteam@seven-springs.co.uk) regarding wellbeing and mental health concerns and arrange a call to discuss the issue with the reporting member of staff.

The DSL can also be reached at [DSLteam@seven-springs.co.uk](mailto:DSLteam@seven-springs.co.uk) Staff can also contact the DSL directly on 07392013379.