

LINCOLN COLLEGE JOB DESCRIPTION

Lincoln / Newark / Gainsborough

Post Title:	Mental Health Manager	Post Number:	CS0774P
Daily Supervision:	Head of Student Services and Supported Education	Grade:	Management Pay Scale 0 - 3
Department:	Student Services	Last Updated:	December 2020

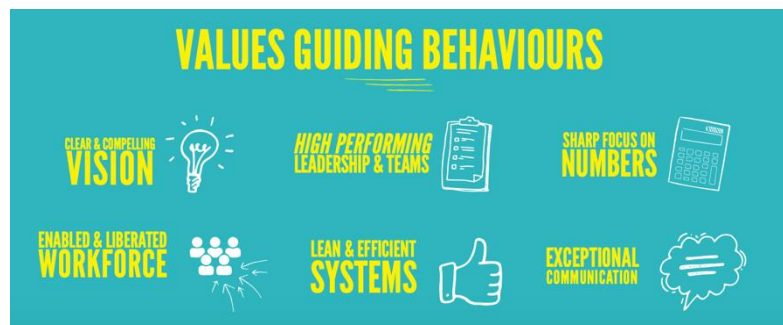
Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



Job Purpose:

To manage all aspects of Mental Health and Wellbeing provision in Student Services across all three college campuses.

To be responsible for ensuring a high standard of Mental Health support in agreement with the Head of Student Services and Supported Education, to provide leadership for an emotional wellbeing service for Lincoln College students, focussing on early support and prevention and promoting emotional resilience.

To provide operational leadership and management to the Mental Health Co-ordinators and Youth and Wellbeing team in order to meet the strategic and operational objectives of the College; particularly to improve outcomes for learners.

To create and deliver Mental Health training to staff at the College to enable them to become more skilled in supporting the emotional wellbeing of their students.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To support the Head of Student Services and Supported Education as a Mental Health Lead, dealing with issues relating to the Mental Health Policy and procedures for Lincoln College and wider UK legislation.
2. To provide effective front-line management to the team of Mental Health Co-ordinators, Youth and Wellbeing team and the College's Counselling provision.
3. To carry out case supervision with the Mental Health Co-ordinators and quality assuring assessments and risk management plans, to ensure service level standards are met and reasonable adjustments are being made.
4. To be responsible for creating and delivering training, including the Mental Health First Aid courses, primarily to the staff at the College, students undertaking initial teacher training and childcare students. To oversee the training being delivered by the Mental Health Co-ordinators.
5. Plan, implement, review and improve evidence-based interventions and contribute to report writing including the Self Assessment Review (SAR) and Quality Improvement Plan (QIP).
6. Contribute to the development of the Mental Health and Wellbeing service through leading the College's Operational Mental Health Group and attending management and team meetings as required.
7. To assist the Head of Student Services and Supported Education with the effective management of the Mental Health Budgets.
8. Keep up to date with current practices in children and young people's emotional wellbeing, including participation in departmental training programmes and professional development education to maintain professional standards and expertise.
9. To ensure compliance with all relevant quality standards e.g. Ofsted.
10. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
11. To engage in continual quality improvement processes as defined by the College and to maintain quality standards appropriate to the post.
12. To conform with the Health and Safety requirements relevant to the post, including the induction of learners to the workshop environment.
13. To be responsible for the safeguarding and promoting the welfare of children and vulnerable adults wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Degree in Mental Health and Social Care or equivalent: 1st Level Registration (NMC, HCPC etc.) Essential.	A/I
2	Evidence of specialised continued professional training (degree level) in clinical practice	A/I
3	Teaching qualification and/or significant teaching/training experience	A/I
4	Possession of a L5 (or above) management qualification (Not essential)	A/I
5	Safeguarding Level 2 qualification	A/I

	Skills/Abilities – Interpersonal	PSM
6	The ability to work in a non-discriminatory manner	A/I
7	Ability to effectively delegate and manage the performance of others	A/I
8	The ability to communicate complex and sensitive with a range of students, staff and other agencies verbally and in writing	A/I
9	To demonstrate empathy, exceptional listening and negotiation skills	A/I
10	The ability to advise staff on the Equality Act and how to make reasonable adjustments to support learners	A/I

	Experience	PSM
11	Recent relevant experience of supporting aged 16+ learners with mental ill health	A/I
12	Post registration experience of working with children and young people with mental health needs	A/I
13	Experience of managing staff and leading a team	A/I
14	Significant experience of designing and delivering training to professionals	A/I/T
15	Sound knowledge of the national agenda for mental health	A/I/T
16	Sound knowledge of current policy, guidance and legislation relating to children and young people	A/I/T
17	Sound knowledge of clinical/ risk assessment and understanding of confidentiality	A/I
18	Sound knowledge of the Mental Health Act	A/I/T

	Work Related Circumstances	PSM
19	The ability and willingness to undertake relevant staff development	A/I
20	Ability and willingness to work flexibly, outside normal working hours on occasions and travel across all college sites when necessary	A/I

	Skills/Abilities - Other	PSM
21	Ability to accurately interpret statistics / complex data	A/I
22	Ability to prioritise, action plan and meet deadlines	A/I
23	Appropriate IT skills	A/I

Prepared By:	Charlotte McHugh - Head of Student Services and Supported Education
Date:	December 2020

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test