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ST MARGARET'S

SCHOOL

Brief for the position of
Deputy Mental Health Lead



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About St Margaret's School

St Margaret's is a co-educational independent day and boarding school in Hertfordshire offering an outstanding education to pupils from 2 to 18. Set in over 60 acres of beautiful grounds, the School has a reputation for supporting pupil wellbeing whilst nurturing academic talent and progress. In a supportive environment, pupils feel happy and secure and want to learn and do well. Pupils are confident, courteous and considerate.

All benefit from superb teaching by committed subject specialists, underpinned by excellent pastoral care and the School prides itself on working for and with individuals.

St Margaret's was established in 1749 as a charitable foundation to help orphans, specifically the children of deceased clergymen of the Church of England. This was the beginning of the Clergy Orphan Corporation, and of the two schools: for girls, St Margaret's, Bushey and for boys, St Edmund's Canterbury.

The school was initially situated in Southwark, the first of the five locations before its arrival at Bushey in 1897. In 1925, Little St Margaret's was built to provide accommodation for boarders but has since evolved into the Junior School.

In 1996, the School architect, John Biswell, transformed old classrooms and common rooms in the main building into a new Library and Resource Centre using design features favoured by Alfred Waterhouse back in 1895.

Also in 1996, St Margaret's became completely independent from the Clergy Orphan Corporation. In 1999 the School marked its 250th anniversary with a grand Service of Thanksgiving in St Paul's Cathedral in the presence of HRH Princess Alexandra.

As the School moved into the 21st century, it was graced with the presence of more royalty as the John Owen Sports Centre was opened in 2005 by HRH Princess Anne. Today, St Margaret's is a modern co-educational all-through school, although its history has left an indelible mark on its character and ethos.



“ A small, warm and kind school where children reach their potential in a wonderful setting. Emphasis is on a family feel and making full use of its space, both inside and out. ”

GOOD SCHOOLS GUIDE

The Nursery

The Nursery at St Margaret’s is for children from 2 years old, during their preschool years, before they start in Reception.

Children immerse themselves in play-based learning in a beautiful, light and spacious space, allowing them to create, play and explore the world around them. The children follow the EYFS curriculum, which focuses on areas including

communication and language, physical development, personal, social and emotional development, literacy, mathematics, understanding the world and expressive arts and design.

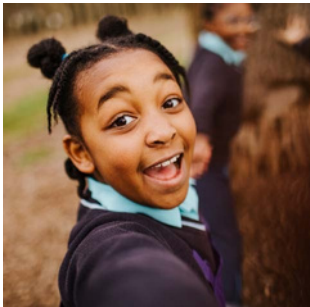


Junior School

The purpose-built Junior School is equipped with classrooms designed for pupils to excel in their learning. Pupils aged 4 years to 11 benefit from accessing specialist rooms across the School, such as The Garton Music Building, the Dance Studio and the Performing Arts Centre.

The Junior School has an engaging curriculum and high quality teaching, the children are happy and equipped for a changing world and they seamlessly move into the Senior School. In Y3 and Y4, the children focus on building strong core skills and technology is used as a key part

of the delivery of academic learning. Children in Y5 and Y6 continue to build on the broad and balanced curriculum with an emphasis on core skills, to enhance knowledge and understanding across the curriculum.



Senior School

The Senior School aims to provide an all-round education which is both challenging and flexible, offering small classes, a beautiful spacious campus and optional supervised study until 6pm each evening.

The curriculum is broad and balanced to allow the strengths of different individuals to be discovered and fostered. Regular educational visits and opportunities for residential trips extend knowledge and deepen friendships.

From Y10 to Y11, pupils take their GCSEs and are encouraged to choose varied subjects to maintain the breadth which is a mark of their earlier education.

The Senior School has recently completed the build of a new music centre which, along with a well-equipped performing arts studio and performance space in the main hall, ensures that pupils can enjoy the arts throughout the curriculum.



Sixth Form

From September 2020, St Margaret's Sixth Form went co-educational. With over twenty A-Level subjects to choose from, St Margaret's Sixth Form students have access to a broad range of inspiring and challenging courses.

At St Margaret's Sixth Form, students mature into adults with a set of values, practical skills and the confidence that will stand them in good stead for life. The post-18 pathways preparation programme enables students to learn more and prepare for the next steps into adult life, be that the world of higher education, apprenticeships or entry level jobs.

Typically, pupils gain access to the most competitive institutions, graduate schemes and entry level jobs in the world, having benefited from timetabled university preparation lessons, visits to universities, interview and entrance examination practice and bespoke career guidance.



Boarding

Pupils are welcomed into the boarding house, which is situated within the main school building, from Year 7 onwards. The offering ranges from full, weekly and occasional boarding and full boarders have the flexibility to go home for occasional weekends to fit in with family events.

Weekly boarders have their own bed in School which can be used for 3-5 nights a week by arrangement. Weekend stays and all excursions are available to weekly boarders for a supplementary charge.

Occasional boarding can take the form of one or two nights a week on a regular basis, just the odd night here or there, or a week or two during the year.



Co-curricular & Sport

At St Margaret’s there are abundant opportunities to shine, inside and outside the classroom. Every day, pupils from EYFS classes through to Sixth Form take part in all kinds of co-curricular activities, to broaden their experiences and challenge themselves.

With a choice of twenty musical instruments to learn from alone, our pupils can truly say they have an enriching experience at St Margaret’s. From academic enrichment clubs to volunteering; football and cricket to ballet; chess to speech and drama; Model United Nations to coding club, pupils are encouraged to push their limits and discover their passions.

Sports are a key part of life at St Margaret’s: the dance studio, all-weather pitches, sports centre and large grounds ensure pupils can enjoy a wide range of sports and activities.



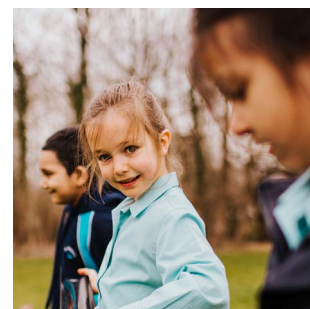
Scholarships & Bursaries

St Margaret's scholarships are awarded in recognition of outstanding achievement or promise in a particular subject.

The majority of scholarships are up to 10% of school fees and are available at 11+, 13+ and 16+. Specialist scholarships are also available in: Art, Dance, Drama, DT, Music, Sport and STEM (Science, Technology, Engineering and Mathematics).

St Margaret's is committed to broadening access to the School. Within the resources available, means-tested financial support

for the payment of school fees can be provided to parents/guardians of pupils who have been offered a place following the normal admissions and selection process.



Governance

The Governors are Trustees of St Margaret’s and are collectively responsible for the long term vision and development of the School and come from a wide range of professional fields.

As a board Governors meet at least three times a year. The main Governing Body delegates much of the detailed work to committees which meet at least termly, and include Finance & General Purposes Committee (F&GP), Education, and Health & Safety, which ensures that the composition of the Governing Body is kept under review.

Our Governors come from diverse backgrounds including education, business, finance and property.

Further information on St Margaret’s can be found via the School’s website: <https://www.stmargarets-school.org.uk/>





Start Date:
September 2025

Salary:
Salary based on full-time equivalent of £48,204 to £49,650
(pro rata actual salary from £38,563 to £39,723).

Responsible to:
Director of Safeguarding (Managed by Mental Health Lead)

Hours of Work:
4 school days per week (8:00am - 4:30pm). Term time plus two weeks.

Summary of the Role:
We are seeking an experienced Deputy Mental Health Lead to assist the Mental Health Lead and wider wellbeing team to provide whole school leadership in mental health and wellbeing. You will support the team with providing a whole school approach to mental health and wellbeing including education, training, therapeutic interventions, resource management and development of policies and procedures.

You will be an experienced child and adolescent counsellor or psychotherapist with leadership experience, who will be keen to contribute to a thriving team.

The Role





Job Description

Job Purpose:

As the Deputy Mental Health Lead, you will deputise alongside the Mental Health Lead in the strategic development of the school wellbeing service. You will have line management responsibilities for one school counsellor, (and other staff as appropriate such as trainee clinical psychologist) and you will oversee their case load and management.

In the absence of the Mental Health Lead, you will be the main contact for strategic and operational matters relating to the running of the wellbeing service.

You will support with providing a whole school approach to mental health and well-being including education, training, therapeutic interventions, resource management and development of policies and procedures.

Alongside your role as Deputy Mental Health Lead, you will work as a school counsellor. You will be an experienced child and adolescent counsellor or psychotherapist and will work within the school wellbeing team providing one-to-one therapeutic service for young people.

You will be responsible for promoting the emotional well-being of children and young people through assemblies, group work and collaboration with wider school staff which will support the overall emotional well-being and resilience of pupils within the school.

Key responsibilities:

Leadership and Management

- Lead the design and implementation of the student support provision. This will include drawing together all aspects of school life, considering systems, procedures and structures which allow information sharing and care planning, particularly with students with more complex presentation/requirements.
- To audit and evaluate the processes and procedures as part of the implementation of the provision, to ensure best practice is maintained.
- To ensure high quality mental health and well-being interventions are taking place across the school (both Junior and Senior) via line management and clinical supervision.
- To monitor the impact of the whole school approach to mental health and well-being.
- To consider, champion and promote staff well-being by providing training or support where necessary.

- To work with other mental health trained staff working in education on the development and articulation of best mental health and well-being practice in schools.

Training and Supervision

- To facilitate reflective supervision and/or "team around the child" conversations with staff within the school to deepen their understanding of children and young people's mental health.
- Develop staff awareness and knowledge of potential mental health and well-being difficulties students may experience; provide training internally and identify external training to ensure that all staff can recognise mental health concerns and understand how to respond.
- To provide specialist advice, consultancy/consultation, and training to school staff when necessary.
- Develop training to aid in the delivery of the school's mental health and well-being objectives and responsibilities to staff members, ensuring a consistent school wide approach.

Effective engagement with parents and guardians

- Build positive relationships and work jointly with parents and guardians, using a range of strategies to successfully engage them in mental health and well-being.
- Support and/or signpost relevant evidence-based resources for parents and guardians so they can develop skills and strategies to support both their child and themselves.
- To assess pupils and their mental health needs and to develop a well-being plan with pupils and relevant staff as appropriate.
- To provide one-to-one therapeutic work with pupils, covering a variety of emotional needs.
- To liaise with parents/carers by phone/ email and in person, where appropriate (whilst respecting appropriate confidentiality) to ensure pupils are well supported. For example, to discuss the well-being plan, to assist in the assessment, to support communication or provide advice and support.



- To liaise with school staff, where appropriate (whilst respecting appropriate confidentiality) regarding pupils' emotional well-being to ensure the pupils can be well supported whilst at school.
- To liaise with external agencies such as GPs, CAMHS and psychiatrists, where appropriate (whilst respecting appropriate confidentiality) to ensure information is shared as necessary, to support further referrals and overall support for the pupil concerned.
- To provide or support therapeutic and/or psycho-education groups to small groups of pupils.
- To maintain accurate and up to date records of counselling sessions.
- To be available to provide drop-in sessions for pupils if deemed necessary by the well-being team.
- To attend regular clinical supervision, and therefore to continually reflect on your practice.
- To attend regular CPD training, including mandatory training provided by St Margaret's School.
- To assist in the development of and implementation of a plan of emotional well-being and support within St Margaret's School (in conjunction with other members of the well-being and pastoral teams).
- To raise all safeguarding concerns as quickly as possible via MyConcern and when necessary, with the Designated Safeguarding Lead (DSL) or Deputy DSL.
- To assist the Head of Student Support to enable termly reports to be prepared for the governors on counselling and safeguarding.
- To carry out all duties in accordance with St Margaret's School policies on health and safety, child protection and data protection, and within relevant legislation.
- To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.



The Person

Person Specification		ESSENTIAL	DESIRABLE
QUALIFICATIONS	Maths, English & IT level 2	✓	
	Accredited Diploma in Counselling and/or Psychotherapy	✓	
	Registered on an Accredited Register for Counselling (BACP, National Counselling and Psychotherapy Society)	✓	
	Holding 'Accreditation' status with BACP/NCPS		✓
	Degree in a relevant discipline		✓
EXPERIENCE	Counselling or therapeutic experience with children and young people	✓	
	Mental health training	✓	
	Management experience	✓	
	Experience of working with children in a boarding setting or who live away from their home		✓
	At least 5 years' experience of counselling with children and young people		✓
	Use of MyConcern		✓
KNOWLEDGE	Effective assessing skills	✓	
	Relationship management skills	✓	
	Ability to work in a team and also use own initiative	✓	
	Ability to work flexibly	✓	
	Proven organisational and planning skills	✓	
	Excellent organisational and administration skills with proficiency in Microsoft Office	✓	
	Ability to understand and adhere to child protection and safeguarding legislation.	✓	
SKILLS & ATTRIBUTES	Excellent communicator who is emotionally literate	✓	
	Personable and approachable for students	✓	
	Able to manage sensitive personal information with discretion	✓	
	Able to hold risk and deal with acute pastoral cases with compassion and confidence	✓	
	Able to be reflective, flexible and open minded when dealing with difficult cases	✓	
	Commitment to succeed	✓	
	Evidence of continued professional development		✓



The closing date for applications is **Wednesday 30 April 2025 at 5pm**.

Interviews to be held: **Monday 19 May 2025**

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made. In order to apply please submit an application form along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of two referees. Referees will not be approached until the final stages and not without prior permission from candidates. Please note, we are unable to accept CVs.

The application form is available online at <https://www.stmargarets-school.org.uk/work-with-us>

For an initial discussion, please contact:
recruitment@stmargarets-school.org.uk

Personal Data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember not to mention information or details of individuals (e.g. referees) who have not previously agreed to their inclusion.

St Margaret's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

How to Apply





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SCHOOL

stmargarets-school.org.uk