

#EMATters



Application Pack **Student Mental Health Practitioner**

“Every child deserves to
be the best they can be”

Welcome to Prince William School

We're a secondary school based in Oundle in Northamptonshire, proudly rated GOOD by Ofsted.

We're part of East Midlands Academy Trust (EMAT) and are dedicated to its vision that "every child deserves to be the best they can be". This commitment drives us to provide the best education for each and every young person.

We believe in Learning for Life and support our students to realise and exceed their potential by delivering a curriculum which is relevant and accessible to all. At both GCSE and A Level our outcomes are very strong and Ofsted recognises that our school is a 'calm and friendly place' where our students 'enjoy school, feel safe and are happy' and 'respect staff'.

Providing our students and staff with the right environment to thrive is essential and we are committed to continuing to invest in our buildings and facilities. We have a dedicated sixth form building, a newly-built science block, a redeveloped maths centre and this year we'll have a fantastic new Sports England-compliant sports hall, a dance studio, male and female changing rooms as well as a new entrance building and visitor reception.

Staff wellbeing is important to us, and when you become part of the #EMATters community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

This is an exciting time to join Prince William School. If you would like to visit the school prior to applying, or for an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in Prince William School.



Anna Hewes
Headteacher



Post Description:	
Post title:	Student Mental Health Practitioner
Responsible to:	The Special Educational Needs and Disabilities Coordinator (SENDCo)
Liaising with:	Student Mental Health Assistant, Heads of Year, Student Welfare Officers, other support staff, teachers, students, parents, outside agencies
Pay range:	NJC 8 - 12 FTE salary will be pro rata for 32.5 hours a week and 39 weeks a year
Contract terms:	39 weeks per year (term time + INSET days + 1 Keeping In Touch day in summer holidays) 32.5 hours per week Normal working hours 08:30 – 15:30 Mon - Fri (30 mins unpaid lunch per day) Permanent
Closing Date:	25 th September 2025 at 9am
Interview Date:	W/c 29 th September 2025

Job Purpose

The role of the Student Mental Health Practitioner is to support the work of the SENDCO and the Student Mental Health Lead by leading the work in The Hub supporting students who are having difficulties with their emotional or mental health.

Responsibilities include:

- working under the direction of the SENDCO regarding the support needed for each individual student who works in/uses The Bridge/Gateway for lessons or support
- making decisions about the most appropriate interventions for each student who attends The Bridge/Gateway
- delivering ELSA interventions
- directing the Student Mental Health Assistant to the students they should work with and the interventions they should use with those students
- liaising with the pastoral team and parents/carers as necessary about individual students needing additional emotional support and signposting students and families to support through agencies such as Souster Youth, MHST, Service Six, and CHAT counselling services
- attending daily briefings and other meetings as required for the purposes of sharing information about students
- ensure The Bridge is a welcoming, supportive, safe and inclusive area for students with social, emotional mental health issues
- maintaining a case-load of student files on Edukey of students who attend The Bridge
- supporting parents/carers requesting help with managing their children at home as required
- attending EHA meetings with parents/carers and outside agencies about individual students as necessary
- conducting home visits as necessary to encourage students to improve their attendance at school
- line managing the Student Mental Health Assistant

- producing reports for the Headteacher and Governors as required
- supervising at break and lunch time as required
- knowing and implementing the school's Child Protection and Safeguarding policies and procedures, responding to any Child Protection concerns quickly and appropriately.

Support for Students and Parents/Carers

- providing appropriate support for students in The Bridge as directed by the SENDCO and Student Mental Health Practitioner
- liaising with the pastoral and SEND team and parents/carers as necessary about individual students needing additional emotional support and signposting students and families to support through agencies such as Souster Youth, Service Six, and CHAT counselling services
- running ELSA targeted and timed intervention groups to support students' SEMH needs and deciding which intervention is the most appropriate for each student.

Support for Teachers

- providing appropriate information and guidance to teachers as necessary about individual students
- ensure teachers are informed of when a student is working in the Hub and that it is logged correctly in the register
- keeping accurate records of risk assessments and students on part-time timetables

General Requirements

- Demonstrate awareness of the school's educational and behavioural policies.
- Adhere to the Staff Code of Conduct, dress code and other policies relating to staff.
- Demonstrate a record of excellent attendance and punctuality.
- Be aware of and comply with policies and procedures relating to safeguarding, health & safety, security, confidentiality, and data protection reporting all concerns to the appropriate person.
- Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.
- Appreciate and support the work of other professionals.
- Participate in training and other learning activities and performance development as required.
- Participate in the school's appraisal scheme in order to develop and enhance personal and service performance.
- Any other duties as reasonably requested by the Line Manager or Headteacher.
- All support staff complete some student supervision duties during the students' lunchtime.

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Good level of education to at least 5+ GCSEs at grade 4 – 9 (or equivalent) • Emotional Literacy Support Assistant trained (or willing to complete training) 	<ul style="list-style-type: none"> • Educated to A level standard (or equivalent) • Further qualifications

Experience	<ul style="list-style-type: none"> • Working with teenagers • Liaising with a range of adults • Ability to use Microsoft office, including Word and Excel 	<ul style="list-style-type: none"> • Working in a mental health environment • Working in a school environment • Experience in the use of information management system
Knowledge and skills	<ul style="list-style-type: none"> • An understanding of safeguarding policies and procedures • An understanding of confidentiality • Able to stay calm and professional, even under pressure • Able to de-escalate, reassure, and work effectively with angry or anxious young people • Able to support distressed young people successfully • Able to liaise with a range of adults professionally • Able to prioritise and multi-task when necessary • Ability to take initiative when required • Good administration and organisation skills • IT literate 	<ul style="list-style-type: none"> • An understanding of a range of mental health needs and interventions which can support
Personal qualities	<ul style="list-style-type: none"> • Cheerful, energetic, and flexible approach • Able to work well under pressure • Excellent interpersonal communication skills • Ability to work independently and as part of a team • Hard working and loyal • Punctual and reliable • High level of honesty and integrity • Strong commitment to children, education, and the school 	
Further Requirements	<ul style="list-style-type: none"> • Willingness to work flexible hours on occasion 	

	<ul style="list-style-type: none"> • Willingness to undertake training courses that are relevant to the duties of the post • Supportive of the ethos of the trust and school 	
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Compiled by:	Revision Number
Approved by:	Revision Date __/__/__

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. 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.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

We have an online application form on our careers page under Job Vacancies and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with Hannah Fajemiyo - HR Business Partner. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

Vacancy Closing Date: 25/09/2025

Interview Date: W/c 29/09/2025

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must Ensuring that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to Ensuring the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

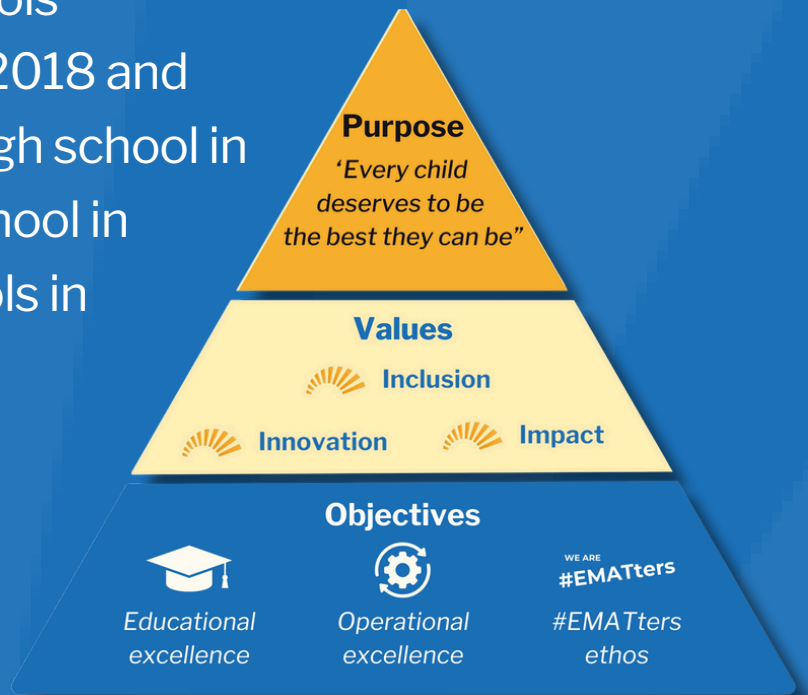
Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust



About East Midlands Academy Trust

Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



“Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

