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**JOB DESCRIPTION**

**Job Title:** ‘Tougher Minds’ Co-ordinator

**Reporting to:** Schools Team Leader

**Location:** Foundation House, Salford

**Salary Range:** £20,000 per annum

**Hours:** Full time (35 hours per week)

**Contract:** 12 months in the first instance

**Introduction**

Salford

Salford Foundation has secured new funding from NHS Salford CCG’s Innovation Fund to test and develop a new approach to delivering mental toughness in Primary Schools in Salford. This new approach will support pupils in Year 5 by using “Junior Mental Toughness Indicators (JMTi)” to measure mental toughness and progress.

The project aims to improve the emotional wellbeing of children and introduce earlier, low level mental health interventions to prevent poor mental health. Salford Foundation will work with pupils, teaching staff and parents to embed mental toughness within the school to support other initiatives including Emotionally Friendly Schools.

**Key Tasks and Responsibilities**

1. Targeting and engaging with four primary schools in Salford to deliver the ‘Tougher Minds’ Project
2. Designing and delivering a range of learning resources including lesson plans to promote emotional and mental health for Year 5 (8 and 9 year-old) pupils within the school setting
3. Researching and using emotional and mental health educational resources and toolkits to enhance learning and engage pupils
4. Providing one-to-one and small group support to identified students requiring additional support with their emotional and mental health
5. Assisting school staff with the application of the Junior MTI questionnaire
6. Effectively managing good working relationships with teaching and non-teaching staff in schools
7. Co-ordinating the monitoring and evaluation of the ‘Tougher Minds’ project in collaboration with Manchester Metropolitan University and AQR International, maintaining qualitative and quantitative evidence to support the external evaluation and impact of the project
8. Managing and co-ordinating project activities and liaising with internal and external stakeholders
9. Preparing progress reports and management information for Tougher Minds project as required,
10. Undertaking relevant training and development opportunities, including “Mental Toughness” as required by the project and agreed with your line manager
11. Accurately recording and monitoring project expenditure and preparing quarterly claims
12. Implementing and complying with all the Foundation’s, Schools’ and Salford City Council’s policies and procedures relating to Safeguarding Children and Young People
13. Any other duties of a similar level of responsibility, as directed by your line manager or a Senior Manager

**Person Specification**

*Knowledge*

* Understanding of children’s mental and emotional health needs
* Understanding of interventions and services that can enhance children’s mental and emotional health
* An understanding of primary school systems, processes and culture
* An understanding of Child Protection, health and safety, Equal Opportunities and anti- discriminatory practices

*Experience*

* Significant experience of working with primary schools and/ or children in a supporting or educational role
* Experience of delivering group work or structured sessions to children and/ or one-to-one support work
* Experience of supporting children and developing their mental and emotional health
* Managing projects to deadlines
* Experience in the use of ICT and a range of software packages

*Skills*

* Excellent interpersonal and communication skills with the ability to communicate effectively with children, school staff, parents and other professionals
* Outstanding skills and aptitude for supporting children in a responsive and empathetic manner
* Excellent written communication skills and an eye for detail
* Intellectual curiosity and agility, ability to understand concepts and translate them into actionable strategies, resources and techniques
* Ability to relate well to people from a wide range of backgrounds and engage them effectively
* Ability to plan, prioritise and organise own workload
* Ability to work independently and as part of a team
* Ability to work to targets and implement projects to deadlines

*Values and Attitudes*

* Demonstrably committed to the personal, social and emotional development of all participants
* Fully committed to valuing equality and diversity, challenging prejudice and discrimination and overcoming barriers and obstacles to full participation
* A ‘can do’ attitude; focused on solutions, not problems
* An empathetic approach

*Special Conditions*

* This post is subject to an enhanced-level DBS check
* The post-holder must hold a full driving licence and have a car available to be used for business purposes
* Successful candidates will be expected to work occasional early mornings or evenings, for which time will be given back in lieu.