

**JOB TITLE:** Student Wellbeing Advisor

**ACCOUNTABLE TO:** Head of Welfare and Skills

**JOB PURPOSE** To support the Welfare & Skills team to develop and co-ordinate support for students with welfare & mental health difficulties and to be a member of the Safeguarding Team

**KEY RESPONSIBILITIES**

- To provide information, resources and signposting to students in relation to their individual needs
- To support and, where appropriate, act as an advocate on behalf of individual students with welfare and/or mental health difficulties
- Work closely with the Designated Mental Health Lead - Students & the Welfare Lead Advisor to maintain a register of the students with welfare & mental health needs
- To proactively support students via the delivery of a programme of wellbeing sessions such as, mindfulness and resilience
- To form effective partnerships with external agencies to provide support for students, such as: Vitamins, Social Services and Harmless
- Work within a robust welfare and skills referral service and maintain records for monitoring and evaluating the impact of initiatives and intervention
- To play an active role in the Fitness to Study process to include; meeting with students and their parents, tracking and supporting students through all stages of the process, collating documentation and liaising with external individuals required to attend Fitness to Study meetings along with actively supporting the appropriate processes of the recording of information for Fitness to Study required by staff members
- To support with the administration of Exam Access arrangements for students with medical and mental health needs
- To track and support students to aid the effective monitoring and support of academic progress

- Record and keep safe, highly confidential and sensitive notes and documents
- To work with the Head & Deputy Head of Welfare and Skills, the Designated Mental Health Lead – Students, the Welfare Lead Advisor and wider Welfare and Skills Team to organise on-campus events to provide support for wellbeing throughout the year
- Offer advice and support to staff, students, parents/carers, and other external agencies regarding the College Fitness to Study policy and procedure in so far as it relates to wellbeing matters
- To support the Designated Person to monitor the progress of the Looked After Children including the organisation, administration and attendance of PEP meetings
- To act as a first responder within the Welfare team to support students who present with immediate needs
- To be an active member of the safeguarding team and take part in the team rota, responding to urgent calls from staff and students
- Liaise effectively with our Welfare and Skills, Safeguarding and PPM teams in their working with individual students who may face serious problems and/or suffer from significant challenges

## **GENERAL RESPONSIBILITIES**

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

## **NOTES**

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

## PERSON SPECIFICATION

| Attribute  | Criteria  | Method of Assessment |
|--|-----------|----------------------|
| <b>Education &amp; Qualifications</b>  |           |                      |
| GCSE Grade 4/C or above in Maths and English or equivalent                             | Essential | Certs/App Form       |
| Minimum of a 2 A-levels or equivalent Level 3 qualification                            | Essential | Certs/App Form       |
| Mental Health First Aid certificate  | Desirable | Certs/App Form       |
| Cumulative, regular training by certified organisations                                | Desirable | Certs/App Form       |
| Commitment to continued professional development                                       | Desirable | Int                  |
| <b>Experience, Knowledge &amp; Abilities</b>   |           |                      |
| Ability to work with young people in a friendly and professional manner                | Essential | App Form/Int         |
| Experience of working with young people in a welfare/support role                      | Essential | App Form             |
| Ability to work effectively, both independently and as part of a team                  | Essential | Int                  |
| Ability to work professionally within a confidential environment                       | Essential | Int                  |
| Ability to produce learning and teaching materials                                     | Essential | App Form             |
| Experience of working within an administrative capacity                                | Essential | App Form/Int         |
| A sound working knowledge of confidentiality processes                                 | Essential | App Form/Int         |
| A positive attitude towards students and commitment to their success                   | Essential | App Form/Int         |
| An enthusiastic, energetic and good-humoured approach to challenges and problems       | Essential | App Form/Int         |
| A sound working knowledge of safeguarding arrangements and practices                   | Essential | App Form/Test        |
| Experience of working with external agencies   | Essential | App Form/Int         |
| Experience working in education settings with students who are experiencing challenges | Desirable | App Form/Int         |
| Experience of working within a college or school context                               | Desirable | App Form             |
| <b>Interpersonal Skills &amp; Qualities</b>  |           |                      |
| Willing to be flexible in approach to work   | Essential | App Form/Int         |
| Calmness under pressure  | Essential | Int                  |