

**JOB TITLE:** Student Wellbeing Manager

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

**JOB PURPOSE:** To support the Head of Welfare and Skills in the provision of the efficient, responsive and flexible leadership of the College's welfare and skills function in order to ensure the provision of the best possible experiences and outcomes for students, as well as fostering a culture of continuous improvement.

**KEY RESPONSIBILITIES**

- To work positively and collaboratively within the leadership and management structure of the College
- To support the Associate Principal (Students & Welfare) in developing and implementing arrangements for promoting safeguarding of students and to be a member of the DSL team
- To monitor the progress and attendance of specific groups of students and oversee the implementation of support measures where necessary
- To oversee the College's wellbeing provision for specific groups of students including those with mental health and/or medical needs and Children Looked After
- To act as the Designated Person for Children Looked After
- To have the oversight of the remote working group, care plans and health and wellbeing plans
- To oversee the promotion of support on offer including; Counselling, drop-in sessions and events
- To contribute to transition arrangements for prospective students with identified needs or risks
- To support the Head of Welfare and Skills in the operation of support arrangements for students or groups with additional learning support needs, health issues or disabilities
- To support the Head of Welfare and Skills in ensuring that there is a robust process for risk assessment for students with individual support needs so as to ensure their safety on the College site and on College trips and visits

- To support the Head of Welfare and Skills in providing information to staff on support strategies for students with additional support needs to enable effective personalisation of teaching and learning or other activities
- To provide advice, guidance, training and support as appropriate to staff who work with students with additional support needs
- To support the Head of Welfare and Skills in the development and implementation of the College's Skills Strategy
- To advise on curriculum modifications for exam access arrangements
- To line manage staff in the curriculum area, including sharing performance management and reviewing and support the Head of Welfare and Skills in the day-to-day operation of the work of the team and deputise as appropriate

## **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)
- The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers.

## PERSON SPECIFICATION

Attribute	Criteria	Method of Assessment
<b>Education &amp; Qualifications</b>		
GCSE Grade 4 or above in Maths and English or equivalent	Essential	Certs/App Form
Minimum of 2 A-levels or equivalent Level 3 qualification	Essential	Certs/App Form
Cumulative, regular training by certified organisations surrounding mental health and wellness	Desirable	Certs/App Form
First Aid certificate	Desirable	Certs/App Form
Mental Health First Aid	Desirable	Certs/App Form
<b>Experience, Knowledge &amp; Abilities</b>		
Experience of working with young people in a welfare/support role	Essential	App Form/Int
Experience of line management and supporting staff	Essential	App Form/Int
A sound working knowledge of safeguarding arrangements and practices	Essential	App Form/int
Ability to work with young people in a friendly and professional manner	Essential	App Form/Int
A sound working knowledge of confidentiality processes and an ability to work professionally within this environment	Essential	App Form/Int
Experience of working with external agencies	Essential	App Form/Int
Positive attitude towards students and commitment to their success	Essential	Int
An enthusiastic, energetic and good-humoured approach to challenges and problems with strong planning and organisational skills	Essential	Int
Ability to work effectively under pressure without direct supervision, both independently and as part of a team	Essential	Int
Confident and competent in the use of IT in a working environment	Essential	App Form/Test
Excellent communication skills, both verbally and in writing, with a range of stakeholders including parents/carers and staff	Essential	App Form/Int
Experience working in education settings with students who are experiencing challenges	Desirable	App Form/Int
Experience of working in a post 16 setting	Desirable	App Form
Strong presentation skills when addressing audiences with ability to deliver training as appropriate	Desirable	Int
<b>Interpersonal Skills &amp; Qualities</b>		
Flexibility and resilience in approach to work	Essential	Int
Calmness under pressure	Essential	Int
Open and approachable manner	Essential	Int