

Job Description

Post Title: Wellbeing Co-ordinator
Salary: Grade 6
Location: Base Kelvin Hall School

Organisational: Reporting to: Assistant Headteacher for Behaviour & Welfare
Responsible for: N/A

Key Responsibilities

- Focus on providing low level and preventative mental health and wellbeing support to students between 11-16
- To have a duty to keep young people safe and protect them from harm, and to take reasonable steps to ensure the safety and wellbeing of students, referring to the Safeguarding Lead/Pastoral Year Leader when required.
- To plan and deliver appropriate strategies and approaches to support and assist students achieve their identified goals.
- To motivate and encourage students, and help them to develop their self-esteem and confidence and interact with others and school life.
- To work in a collaborative way with internal staff and external agencies (when required), ensuring a consistent approach to interventions and utilising the school's internal step up/step down processes.
- To respond in a proactive way to the emotional wellbeing needs of students, before requiring higher tier interventions.
- Work with Key agencies and alternative education providers in further supporting the needs of students when higher intervention and professional help is needed.
- To be responsible for, and manage a caseload of students, identifying the level of need and targeted support those students require.
- To maintain accurate records of all interventions and meetings with students, parents/carers and other agencies, and to complete referral forms for where appropriate.
- To actively engage in group supervision, applying a systemic approach to cases.
- To deliver targeted group work with at risk/vulnerable students, providing solution focused, specific interventions.
- To work on a 1:1 basis with students with identified low level mental health difficulties.
- To provide a drop-in service for students at specific times throughout the week to support with low level immediate interventions.
- To support during staff development days, sharing expertise and upskilling current staff.
- To develop areas of expertise and ensure that knowledge and skills are up to date on best practice.
- Work alongside the behavior support officers during the school social times to provide supervision of students and support where necessary.
- To support the Midday Supervisors with general clear downs as required.

Co-operative Values

Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others.

As an employee of the Yorkshire & the Co-operative Learning Trust you will be expected perform this role with these values underpinning all elements.

Safeguarding

The Yorkshire & the Humber Cooperative Learning Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibility for Staff:	N/A
Responsibility for Customers/Clients:	Work alongside the pastoral team and together with parents/carers, focus on the social, emotional and mental health wellbeing of our students.
Responsibility for Budgets/Financial resources:	No responsibility for budget
Responsibility for Physical Resources:	N/A

Personal Specification

		E	D	How Identified
Qualifications	NVQ Level 4 Qualification in mental health or relevant experience working with children and young people, such as: Social Work, Psychology or counselling	✓		Certificates
	Degree qualification in the above		✓	Certificates
	GCSE Grade C/4 (or equivalent) in Maths and English	✓		Certificates
Experience & Knowledge	Experience of working with young people or young adults with mental health and wellbeing needs	✓		Application Form Interview References
	An understanding of the various barriers to learning, particularly mental health and wellbeing	✓		
	Working knowledge of external agencies and support pathways	✓		
	Experience of delivering group work projects	✓		
Training	Commitment to on-going professional learning and development	✓		Application Form Interview
Skills/Attributes	Ability to work in a creative way, showing flexibility in unplanned situations	✓		Application Form Interview
	An enjoyment of working with young people and an empathy for their needs and concerns	✓		Application Form Interview
	Ability to work both on your own initiative and as part of the wider school team	✓		Application Form Interview
	Excellent IT, Interpersonal and communication skills	✓		Application Form Interview
	Commitment to the safeguarding and promotion of the welfare of young children	✓		