



# Newquay Tretherras

## Well-being Mentor

### Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# Job Description

Purpose of the Post:	The role of the Well-being Mentor is to work closely with individual students to support and promote emotional and mental health well-being. To offer one to one intervention and personalised plans to support and promote emotional and mental wellbeing. To ensure a calm, purposeful and welcoming learning environment where students feel safe and supported in their education. To ensure clear communication and develop links with the wider school community. To work alongside a Head of Year as a pastoral support advisor.
Reporting to:	Operational Designated Safeguarding Lead / Assistant Headteacher, Deputy Headteacher, Headteacher
Location:	Based at Newquay Tretherras but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	Grade G
Hours:	37 hours per week, 39 working weeks / 44.652 paid weeks

## **Principal Responsibilities:**

### **Communication**

- ❖ Liaise with relevant members of staff, HOY/Safeguarding team/SENDCo about any concerns raised.
- ❖ To liaise weekly with The Operational Designated Safeguarding Lead to update and review individual cases.
- ❖ To ensure that parents / carers are effectively communicated with.
- ❖ To meet with parents / carers to review support in place using assess/plan/do/review cycles.

### **Monitoring and Tracking**

- ❖ To keep up to date records and information about students attending the Well-being Hub for emotional and mental health well-being.
- ❖ To feedback relevant data and information with appropriate members of staff and professionals to maximise learning for individual students.

### **Working with Outside agencies/professionals**

- ❖ To develop close links with mental health and well-being professionals; such as CAMHS

- ❖ To work closely with appropriate agencies as required

### **Working with individual students**

- ❖ To offer students 1:1 support through one to one intervention.
- ❖ To plan and deliver workshops in response to student voice.
- ❖ With the support of the Operational Designated Safeguarding Lead – to embed the use of TIS for individual students and communicate specific guidance for teachers.
- ❖ To make individual referrals to the relevant professionals when appropriate.

### **Parental/Carer Involvement**

- ❖ To support parents/carers of young people who may be experiencing barriers to learning due and attendance to complex difficulties/SEMH
- ❖ To develop opportunities for parental/carers engagement for vulnerable students through workshops/meetings.
- ❖ To sign post parents/carers to specialist agencies where appropriate

### **Training Opportunities to include:**

- ❖ TIS
- ❖ Mental First Aid
- ❖ First Aid
- ❖ Any training to enhance best practice

### **Other Duties to Include:**

- ❖ To assist with lunch and break time supervision of children as directed.
- ❖ To encourage acceptance and inclusion of all students.

### **General Responsibilities applicable to all staff:**

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.

- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description 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 the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

## SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

# Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> <li>• Attainment of 4 GCSE qualifications or equivalent, including English and Maths, or able to demonstrate equivalent knowledge, skills and aptitude</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of study after GCSE</li> <li>• TIS Training</li> <li>• Level 3 Safeguarding Training</li> <li>• Other relevant qualifications relating to working with children</li> </ul>	Application Form/ Interview/ Certificates
Skills and Experience	<ul style="list-style-type: none"> <li>• Good communication skills, both written and verbal.</li> <li>• A willingness to take action and to make decisions independently</li> <li>• ICT competency</li> <li>• Effective listening skills</li> <li>• Strong administrative and organisation skills</li> <li>• Excellent record keeping skills and attention to detail</li> <li>• Self-motivated and able to work without supervision</li> <li>• An ability to relate well to children, approachable and empathetic</li> <li>• A desire to understand how things work and to seek out opportunities to learn and grow.</li> <li>• Ability to adapt easily to different situations.</li> <li>• Demonstrate a willingness to learn</li> <li>• Able to prioritise between different demands</li> <li>• Patient and friendly approach</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of handling sensitive data and upholding the principles of confidentiality</li> </ul>	Application Form/ Interview
Specialist Knowledge	<ul style="list-style-type: none"> <li>• Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> <li>• Demonstrates an awareness, understanding and commitment to equality and inclusion.</li> </ul>		Application Form/ Interview
Values Related Qualities	<ul style="list-style-type: none"> <li>• <b>Collaborate</b> – ability to work effectively as a team</li> <li>• <b>Empower</b> – ability to take initiative and problem solve in order to improve performance</li> </ul>		Application Form/ Interview

	<ul style="list-style-type: none"><li>• <b>Leadership</b> – to lead by example and achieve shared goals</li><li>• <b>Transformation</b> – ability to recognise a need for change and adapt accordingly</li></ul>		
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CORNWALL EDUCATION LEARNING TRUST

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