



The Fernwood School

High Achievement with Care & Discipline for All

Wellbeing Mentor Job Description



Principal Duties and Responsibilities

As an employee of The Fernwood School, you will be expected to share our commitment to safeguarding and promoting the welfare of children and young people.

Wellbeing mentors are appointed to work with children as part of a team under the direction of the Head teacher. The Headteacher and Governors are responsible for the overall policy and educational programme and for matters of control and discipline within the school. Their aim is primarily to:

- ✿ foster the participation of students in the social and academic processes of the school
- ✿ seek to enable students to become more independent learners
- ✿ help to raise standards of achievement for all students.

The Pastoral Team form an important department within the school as they work to ensure all students are prepared and ready to learn. The team comprises Heads of Year, Designated Safeguarding Leads, and members of the Senior Leadership Team.

Support for the student

- ✿ manage a caseload of students with varied and complex needs.
- ✿ respond immediately to students in crisis.
- ✿ Develop and support student engagement and achievement.
- ✿ Help identify and reduce barriers to learning.
- ✿ Help with the care and support of students.
- ✿ Contribute to the health and well-being of students.
- ✿ Signpost and refer students for further support, when appropriate.
- ✿ Liaise with parents/carers to further support the students.
- ✿ Establish and maintain relationships with individual students and groups.
- ✿ Encourage and support students during learning and social activities.

Support for the teacher

- ✿ Help to identify and monitor individuals or groups in need of support.
- ✿ Liaise with teachers of assigned students ensuring they understand and have strategies to deal with students with varied and complex needs.
- ✿ Contribute to the management of student behaviour.

Support for the school

- ✿ Contribute to the maintenance of student safety and security.
- ✿ Maintain effective working relationships with colleagues, students, parents, and agencies.
- ✿ Attend relevant meetings either internally or with external agencies.
- ✿ Observe and report on students' performance and contribute to maintaining student records.
- ✿ Review and develop own professional practice.
- ✿ Work cooperatively with other members of the Well-being Team and other members of staff as required

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.



	Essential	Desirable	Evidence
Experience			
An ability to instil high expectations in terms of well-being support to have a positive impact on the climate for learning	✓		A I
Experience of working with young people in relation to their well-being		✓	A
A proven track record supporting young people to make positive changes	✓		A I
An ability to identify barriers to learning	✓		A I
Ability to use IT effectively	✓		A
Demonstrate experience of effective performance management and quality improvement within a school environment	✓		A I
Demonstrable experience of improving student outcomes	✓		A I
A record of continuous professional and career development	✓		A
Skills			
Ability to work effectively under pressure while maintaining a positive, professional attitude	✓		A I
Ability to organise and prioritise workload and work on own initiative	✓		A I
Excellent interpersonal skills and the ability to work collaboratively	✓		I T
Commitment to personal career development	✓		I
Ability to think and plan strategically and manage change	✓		I
Ability to strategically use and analyse data to create plans for intervention	✓		A I T
Commitment to engage with parents in order to encourage their close involvement in the well-being of their children		✓	I
Experience of dealing with safeguarding issues in relation to children		✓	A I
Ability to keep thorough records of interactions with young people in school.	✓		A I
Knowledge and Understanding			
Commitment to and an understanding of a range of approaches to support students with complex issues		✓	A I
Have an understanding of relevant outside agencies and be able to liaise with them appropriately and effectively including safeguarding		✓	A I
An understanding of the OFSTED Framework and KCSIE	✓		I
Knowledge and understanding of statutory responsibilities for schools in relation to mental health and safeguarding	✓		A I
Understanding of issues around Mental Health in children		✓	I T
Equal Opportunities			
Understanding of different social and ethnic backgrounds of students including Pupil Premium and other priority groups	✓		I T
Understanding the needs of students and the appropriate policies and strategies to support them	✓		I T

Key:**A = Application****I = Interview****T = Task**