

Job Description

Job Title	:	Wellbeing Assistant
Responsible to	:	Deputy Head (Safeguarding and Wellbeing)
Department	:	Wellbeing Centre
Last reviewed	:	May 2021

Job Outline and Purpose:

Haileybury is committed to supporting the mental health and wellbeing needs of all pupils, and staff members, so that they can thrive in our community and beyond. The opening of a dedicated Wellbeing Centre in September 2021, which will also house the school's Counselling Service, is testament to this commitment.

The role of the Wellbeing Assistant is a new and exciting opportunity for someone with a keen interest in youth mental health and wellbeing. The primary responsibility of the postholder will be to support the delivery of our programme of wellbeing activities, within and beyond the Wellbeing Centre. This post will suit a new graduate, with an interest in pursuing a teaching career, or working in youth services, social care, counselling or similar.

The successful candidate will work primarily within the Wellbeing Centre supervising and running activities, and supporting pupils who visit the centre; and they will also be encouraged to contribute to the programme of assemblies, tutorials and PHSE lessons focusing on strategies for promoting positive mental health. Under the direction of the Wellbeing Centre Manager they will help to oversee the day to day running of the Centre which will house counselling rooms, common room space, a dedicated kitchen/cooking facility and a wellbeing garden.

Personal characteristics:

The successful applicant will have:

- A university degree, or equivalent, preferably in a relevant field such as psychology, social work or similar.
- A passion for youth mental health and some experience in working, or volunteering, with children and teenagers.
- A caring and warm persona, being someone to whom pupils will talk
- A genuine interest in young people, their mental health, and personal growth
- A clear understanding of one's Safeguarding duty and responsibilities in a school environment
- Good computer literacy, and familiarity with Google Suite
- The ability to understand and operate within a school environment
- Ability to maintain confidentiality with tact, diplomacy and discretion, whilst appreciating the need to report concerns to safeguard a pupil's needs
- Effective communication skills
- The ability to work in a team and individually, using own initiative
- A willingness to work beyond the contracted hours when the occasion demands.
- An ability to manage their own time effectively and be organised in their working habits.

They will be:

- A role-model to pupils through personal presentation and professional conduct.
- Enthusiastic, with the ability and willingness to learn
- Honest, polite, reliable, resourceful, flexible, punctual and committed.

- Respectful of all pupils whatever their race, religion, gender or sexual identity, promoting the School's values regarding Diversity and Inclusion at all times.

Responsibilities:

Working under the Deputy Head (Safeguarding and Wellbeing) and the Wellbeing Centre Manager towards developing an exciting and innovative wellbeing programme at Haileybury, the successful candidate will:

- Plan and lead activities to promote positive mental health and wellbeing
- Develop the pupil wellbeing resource hub with interesting and wide ranging resources on all aspects of wellbeing and mental health
- Help to supervise the wellbeing centre, including during evenings and at weekends, ensuring it remains a comfortable and calm environment for pupils and staff
- Support the smooth running of the counselling service, which will be based within the Wellbeing Centre.

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Child Protection at Haileybury

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.