



# Job Description

## Wellbeing Coordinator

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### Job details

**Salary:** £35,000 pa (pro rata)

**Hours:** 40 (or pro rata)

**Contract type:** Permanent

**Reporting to:** Headteacher

### Main purpose

The Wellbeing Coordinator is responsible in providing a blend of proactive programs and support, for students individual needs, to optimise their wellbeing and learning. The Wellbeing Coordinator will establish ongoing communication, training and positive relationships with students, staff, and external contacts to ensure students and staff are provided with the best possible support and guidance.

### Key Accountabilities

- Be a visible presence within the school in order to form relationships between staff and students.
- Attend school briefings and provide updates to staff.
- Provide opportunities for providing guidance and support to students, by private one-to-one appointments, or drop-in sessions.
- To develop, appropriate strategies in conjunction with relevant colleagues and professionals, to effectively remove barriers to learning and develop replacement strategies.
- To communicate to staff relevant strategies developed
- To provide training and mentoring for staff
- Liaise with staff to ensure consistency, and help develop best practice across the school.
- To contribute to the EHCP planning and documentation for students where relevant
- To keep records to demonstrate the intent, implementation and impact of role and associated actions
- To maintain up-to-date records which comply with Data Protection and Health and Safety regulations.
- Have due regard for safeguarding and promoting the welfare of students, and to follow the procedures adopted by the school

### Health, safety, and discipline

- Promote the safety and wellbeing of pupils

## Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own role
- Where appropriate, take part in the appraisal and professional development of others

## Communication

- Communicate effectively with pupils, staff, parents, and carers

## Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## Personal and professional conduct

- Maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality

The Wellbeing Coordinator will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Wellbeing Coordinator will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## Person specification

Criteria	Essential	Desireable
<b>Qualifications and experience</b>	<p>Degree Level or equivalent qualification with evidence of working with young people</p> <p>The post holder will have spent a considerable amount of time working with ASC and SEN students</p> <p>Experience of delivering Autism specific interventions and strategies</p> <p>Experience managing challenging behaviour</p> <p>Experience of planning and delivering small group teaching.</p>	<p>Psychology qualification</p> <p>Team Teach qualification</p> <p>Experience of working with ASC/SEMH students</p> <p>Experience of working with ASC/SEMH specific techniques</p> <p>Experience of providing mentoring to students</p> <p>Knowledge of interventions around anxiety and emotional wellbeing.</p>
<b>Skills and knowledge</b>	<p>Ability to demonstrate a good understanding of autism</p> <p>Ability to train, supervise and develop other staff</p> <p>Ability to be adaptable/flexible and cope with</p>	<p>Training and experience of multi-agency working</p>

	<p>the unexpected</p> <p>A good understanding of, and commitment to, Safeguarding, health and safety, data protection and equal opportunities</p> <p>Good ICT skills</p>	
<b>Personal qualities</b>	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>	

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** Oct 2020

**Next review date:** Oct 2023

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_