**Job Description:**

|  |  |
| --- | --- |
| ***Post:*** | *Student Wellbeing Manager*  |
| ***Salary Grade (Fixed Point):*** | *Grade 5, Spinal Point 24 (FTE £35,995.07 pro rata)* |
| ***Responsible to:*** | *Head of Student Services* |
| ***Responsible for:*** | *Counselling coordination (and ideally provision of supervision), Health Advice, Mental Health Support, Student Welfare, Behavioural Specialisms and Support Plans, Risk Assessment of Vulnerable Students, Operational Safeguarding Coordination and Implementation.* |

**Key Purpose:**

|  |  |
| --- | --- |
| **1** | To provide outstanding health and wellbeing support for all students |
| **2** | To develop and support the implementation of cross college strategies and initiatives that support outstanding health and wellbeing that positively impacts on student attendance, retention and success |
| **3** | To work with the Head of Student Services to quality assure health and wellbeing provision, evidencing qualitative and quantitative improvements to achieve outstanding provision |

**Key Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
|  | Lead operational delivery of health and well-being interventions as provided by the team. This could include working on another campus to support staff. |
|  | Support the Head of Student Services in the development and delivery of an outstanding provision that is highly responsive to student need while remaining fully compliant with relevant legislation |
|  | Lead of the delivery of robust, challenging, highly effective and consistently applied health and wellbeing interventions leading to demonstrable impact in student attendance, retention, success and positive progression.  |
|  | Act as a Deputy Designated Safeguarding Lead deputising for the Designated Safeguarding Lead as and when required.  |
|  | Co-ordinate external agency visits, expanding and developing the support opportunities available to students  |
|  | Ensure that health and wellbeing interventions are both innovative and inspirational while leading to increased student engagement. |
|  | Support the self-assessment process for Student Services and deliver evidenced and quantified improvements  |
|  | Support staff development and training, for team and cross college colleagues, that supports the improvement of the student experience  |
|  | Maintain own caseload to agreed level and undertake any duties and responsibilities expected including the leading and championing of specific areas/projects that may be assigned  |
|  | Contribute to identified gaps and promotion of good practice in safeguarding as an active member of the safeguarding panel. |
|  | Ensure support arrangements are in place for newly appointed staff as part of an outstanding planned induction programme |
|  | Ensure that financial, human and other resources are deployed efficiently and effectively at all times |
|  | Line manage agreed team members, initiating the college’s capability or other relevant procedure in cases where health and wellbeing interventions do not meet the required standard |
|  | Work within your area of professionalism in line with your code of conduct |

**Cross-College Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **1** | Co-ordination of safeguarding and delivery of staff training (as part of safeguarding team) |
| **2** | Promotion and delivery of health and wellbeing strategies and themes |
| **3** | Feedback of relevant health and wellbeing support outcomes within boundaries of student confidentiality and legal requirements |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Management qualification at or above level 5 or working towards |  | x |  |
| 2 | Deputy or Designated Safeguarding Lead (DSL/ DDSL) trained | x |  |  |
| 3 | Registered General Nurse (RGN)OrCounsellor with BACP accreditation (ideally with ability to provide counsellor supervision) | x |  |  |
| 4 | C Card practitioner  |  | x |  |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** | x |  |  |
| 5 | Thorough and demonstrable understanding and knowledge of the challenges and current issues related to FE including related legislation, for example Equality and Diversity and SEN | x |  |  |
| 6 | Track record of highly effective interventions with young people.  | x |  |  |
| 7 | Experience of successfully leading cross college initiatives  | x |  |  |
| 8 | Relevant experience in supporting young people with both physical and mental wellbeing.  | x |  |  |
| 9 | Experience in safeguarding students | x |  |  |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| 10 | Total commitment to the College’s vision, mission and values; demonstrate behavioural and management style and skills complementary to those values | x |  |  |
| 11 | Respects and values the inputs and knowledge of others to complement own performance and initiative | x |  |  |
| 12 | Able to delegate effectively | x |  |  |
| 13 | Ability to motivate and inspire others and to lead by example through excellent written and verbal communication skills to negotiate, persuade and inspire  | x |  |  |
| 14 | Capacity to plan, implement, monitor and evaluate to agreed deadlines | x |  |  |
| 15 | Well developed ability for analytical reasoning, problem solving and decision making | x |  |  |
| 16 | Think creatively and inspire others to develop innovative approaches to problem solving and business focussed solutions | x |  |  |
| 17 | Resilient, positive and of professional appearance | x |  |  |
| 18 | Open minded and flexible | x |  |  |
| 19 | Ability to travel independently between college sites as required |  | x |  |

Key to assessment methods:

A = Application

I = Interview

P = Presentation