

---

## Job Description Wellbeing Officer

---

**Responsible to:** Deputy Headteacher for Inclusion

**Grade:** Band E

**Conditions:** Term time only, plus all Insets

### OVERALL PURPOSE OF THE POST

---

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary within individual establishments. This job description places strong emphasis that all duties will be carried out under the supervision and guidance of the relevant supervisor.

### MAIN DUTIES

---

#### Support the Health needs of the students and staff at the Academy

Overall Purpose of the Job:

- To support the improvement of the physical and psychological wellbeing of secondary aged pupils to enable them to effectively access education, working in partnership with pupils, parents, families and specialist services.
- To promote awareness across the Academy of positive mental health, self-esteem, wellbeing, healthy relationships, positive choices.
- To lead small group programs supporting students wellbeing and support pupils in lessons
- To assist in the delivery of programmes of support/self-help strategies to address individual health issues and deliver training to support staff.
- To provide small group supervision for pupils who are not accessing mainstream lessons. Key Areas of Responsibility:
  - To provide a positive and engaging environment for students to work. This includes creating and maintaining an engaging learning environment for students.
  - To support with the delivery of an alternative curriculum with key cohorts of students.
  - Supervise and provide support for students and groups of students during lesson time, lunchtime and after school.
  - Work with staff to devise appropriate individual targets for students presenting challenging behaviour
  - To work with students and other colleagues to reduce lost learning time for key groups of learners and engage them positively in education

- As directed deliver a range of school improvement and intervention services, which lead to measurable outcomes for vulnerable students.
- To establish and maintain solid attendance patterns by working with individual students and their families • To support and work with specific student(s) as specified by SLT. Partnerships:
- Work closely with main-stream staff to ensure support for the student on return to normal lessons.
- Assist with the preparation of a re-integration plan and its implementation.
- Undertake appropriate training relevant to the position. Data and Records
- To maintain appropriate records for individual students.
- To maintain appropriate records for designated cohorts of students.
- To attend meetings regarding designated cohorts of students, including Annual Reviews, PSP and attendance.

#### Other Responsibilities

- To undertake tasks of a similar nature as directed by line manager and/or SLT.
- To maintain confidentiality in all dealings with staff and students, safeguarding, personal data where appropriate and preventing disclosure of confidential or sensitive information.

---

#### Miscellaneous

The postholder will be expected to have a good knowledge of the school's policies and procedures, and take the initiative. This Job Description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemized. The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the academy/trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the academy procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the academy as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Trust/academy's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification Wellbeing Officer

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of recent experience of working with young people of secondary school age.</li> <li>• Experience of handling large amounts of sensitive data and upholding the principles of confidentiality.</li> <li>• Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns.</li> <li>• Awareness of local and national agencies/medical agencies that provide support for young people and their families.</li> <li>• To hold or willing to undertake First Aid at Work training.</li> <li>• Experience of record keeping.</li> <li>• Familiarity with childhood medication issues.</li> <li>• Experience of minor injuries and wound dressing management.</li> <li>• Willingness to work 1:1 with students, running sessions based on health, nutrition and smoking cessation.</li> </ul>	<ul style="list-style-type: none"> <li>• To have a knowledge and understanding of safeguarding in relation to the education sector.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies.</li> <li>• Has successfully undertaken appropriate statutory Child Protection Training (Level 2).</li> <li>• Willingness to undertake further training relevant to the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant training and/or qualifications.</li> <li>• Has a successfully undertaken Child Protection Training at Level 3, (Designated Safeguarding Lead).</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Commitment to student welfare and achievement.</li> <li>• Good listening skills.</li> <li>• Ability to work with others on difficult/delicate/sensitive subjects.</li> <li>• Ability to motivate others.</li> <li>• Customer service/care approach.</li> <li>• Good time management skills.</li> </ul>	

<p><b>Personal Skills and Qualities</b></p>	<ul style="list-style-type: none"> <li>• To be able to demonstrate an understanding, awareness and empathy for the needs of the students within the academy and how these could be met.</li> <li>• Passion for the role and improving learner life chances.</li> <li>• Confidence in working with students within 11-18 age range.</li> <li>• Ability to work independently or as part of a team.</li> <li>• Good communication skills.</li> <li>• Caring and supportive personality.</li> <li>• Friendly and approachable.</li> <li>• Ability to promote and safeguard the welfare of children.</li> </ul>	
<p><b>Additional Factors</b></p>	<ul style="list-style-type: none"> <li>• Enthusiasm and commitment for the post.</li> <li>• An interest in working in the education sector.</li> <li>• Flexible approach to work and a willingness to undertake a variety of tasks.</li> <li>• Commitment to equal opportunities and safeguarding.</li> <li>• Commitment to continuous improvement and willingness to learn from experience and practice in this academy and others.</li> <li>• A supportive and empathetic approach to students and the ability to relate well to staff.</li> </ul>	