



BIG CREATIVE  
EDUCATION  
APPRENTICESHIPS  
TRAINING  
ACADEMY



BIG CREATIVE ACADEMY  
CLIFTON AVENUE  
WALTHAMSTOW  
LONDON, E17 6HL

TEL: 020 8498 3300  
WWW.BIGCREATIVE.EDUCATION



PRINCIPAL: SACHA CORCORAN MBE

## Student Welfare and Mental Health Worker (1FTE)

Big Creative Academy (BCA) is a post-16 free school specialising in the creative industries. We believe that teaching skills employers want and empowering young people to think reflectively enables positive outcomes for students and our wider community. Big Creative Academy is committed to staff and student wellbeing and excellent teaching. Our mission is to Develop Talent, Transform Lives and Create careers. We achieve this through working from a new state of the art £21m Academy building, underpinned by our new 5yr strategy and a belief we really can re-imagine education.

### What we are looking for:

We are looking for an enthusiastic person to provide welfare, pastoral and financial advice to students to support and mentor young people to succeed in education. The ideal candidate will have experience of working with young people including: information, advice and guidance, 1-2-1 mentoring and workshops.

For full details of the role, please see the job description and person specification. **If you wish to apply, please complete the application form and email it to: [bca-hr@bigcreative.education](mailto:bca-hr@bigcreative.education). The application closes on 22<sup>nd</sup> October at 1pm.**

To find out more about Big Creative Academy and our approach to education please see our website: [www.bigcreative.education](http://www.bigcreative.education)

Job application forms are available at: <http://www.bigcreative.education/jobs/>

Big Creative Academy is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. Subject to timetables we are open to flexible working.



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## **JOB DESCRIPTION & PERSON SPECIFICATION**

**Post Title:** Student Welfare and Mental Health Worker

**Salary:** £23-£25k

**Full/part time:** Full time

**Hours:** 35hours per week (from 9am to 5pm)

**Start Date:** As soon as possible

**Reporting to:** Director of Learner Services

**Location:** Clifton Avenue, Walthamstow, London E17 6HL

### **Purpose of the role:**

To use your passion for the creative arts and education to provide welfare, pastoral and financial advice to students to support and mentor young people to succeed in education.

The purpose of the Student Services team is to support students in a variety of different ways, to help them achieve. This role will be the College focal point for student financial support. Delivering outstanding customer service in the provision of advice, guidance and assistance regarding financial support available to College students.

Providing support for student retention and attendance at College by timely assessment of financial assistance applications within agreed guidelines and policy.

To promote and monitor a professional Mental Health service across the College for students and staff.

The post-holder will take responsibility for delivering Mental Health services along with the coaching support, throughout the College and will be expected to advise College management on policies and strategic issues relating to student welfare that may impact on student retention and achievement.



## Key Tasks:

- To support young people to remain in education and improve attendance, behaviour and achievement.
- To use your experience in, or your passion for, the arts and an interest in the subjects Big Creative Academy offers as a way of engaging and forging meaningful relationship with our students.
- Deliver a programme of workshops and activities that engage young people in topics that relate to their wellbeing and mental health.
- Forging meaningful relationships with external organisations to support in the process of delivering workshops and activities.
- Providing high quality information, advice and guidance to young people.
- Helping young people to move from being service beneficiaries to service deliverers through forums and college groups.
- Ensuring the completion and safe storage of mentoring paperwork, along with the collection of evidence showing engagement with students.
- Working towards strict deadlines to ensure all monitoring reports and impact data are completed and submitted on time.
- Contributing to Big Creative Academy's excellent reputation and conducting yourself in a manner that reflects the standards and values of Big Creative Academy
- Support students by providing information and advice on financial matters, including free college meals and travel and assess bursary applications and award support within agreed funding policy and guidance
- Understand financial support options available to students and be able to provide advice to students on entitlements
- Record, monitor and report details of student enquiries, applications and outcomes for financial assistance and ensure compliance with the Colleges financial regulations



- To update and maintain accurate data records of college bursary spend, ensuring data is collected and recorded in line with data regulations and contractual obligations
- Participate in College promotional events including occasional evening and weekend work.
- Work closely with the counsellors and Learning Coaches to support learners with Mental Health needs
- To work closely with the safeguarding team and manage safeguarding cases relating to mental health concerns
- Provide individual sessions for students with Mental Health Needs and where appropriate, provide group support to assist students
- To identify and assess learners with Mental Health support needs, create teaching and learning adjustment forms and support plans for such learners
- Contribute to the enrolment process and assist learners with various needs under the guidance of College Special Educational Needs coordinator
- Assist Curriculum Teams/ Managers/ Inclusive Learning Managers to identify and assess the needs of learners with Mental Health, and behavioral difficulties and provide support.
- To undertake other activities identified from time to time commensurate with the level of the post.

#### College Responsibilities:

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation.
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events



6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Any other duties that the Principal considers appropriate

### Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/Competencies	<p>Mental Health and / or mentoring qualification</p> <p>Excellent IT skills with programmes such as Microsoft Office, Word and Excel</p>	<p>A recognised teaching, Business Social Work, youth work degree</p> <p>A Level 4 IAG Qualification</p> <p>ECDL, CLAIT</p> <p>Level 3/4 Business/ Finance qualification or equivalent.</p> <p>Recognised safeguarding qualification</p>
Relevant Experience	<p>Experience of working with young people including:</p> <ul style="list-style-type: none"> <li>• information, advice and guidance</li> <li>• 1-2-1 mentoring</li> <li>• workshops</li> </ul> <p>Experience in safeguarding incidents</p> <p>Formal experience of mentoring young people</p> <p>Ability to work well in a team and on own using initiative</p> <p>Ability to manage young people in a 1-2-1 and group setting</p> <p>Ability to relate, empathise and support disaffected young</p>	<p>Knowledge of the education system and issues relating to teaching and learning</p> <p>.</p> <p><b>Experience, skills and abilities will be assessed from your application form, during interview, and ongoing assessment of your performance.</b></p>



	<p>people in order to encourage development</p> <p>Ability to organise own workload, meet output targets, work under pressure and keep accurate on-going learner records of mentoring.</p> <p>Excellent written and verbal communication skills</p> <p>Proven administrative competency and ability to complete, organise and store programme paperwork in a secure manner.</p> <p>Willingness and ability to be flexible and go above and beyond as and when needed</p> <p>Significant experience in successfully delivering Mental Health Support Services for young people</p> <p>Up-to-date knowledge of relevant Government legislations and local policies/initiatives and local services in relation to 16-19 provision especially in mental health.</p> <p>Familiarity with current developments in young people's Mental Health.</p> <p>Experience of working in an education environment</p> <p>Display initiative, be positive and enthusiastic</p>	
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	Ability to maintain confidentiality and exercise discretion  Ability to defuse volatile situations including Mental Health Crises calmly and effectively	
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## ABOUT US

### Big Creative Academy

Big Creative Academy (BCA) is a post-16 free school specialising in the creative industries. We believe that teaching skills employers want and empowering young people to think reflectively enables positive outcomes for students and our wider community. Big Creative Academy is committed to wellbeing and excellent teaching. We have recently had an Ofsted inspection and were judged Grade 2 'Good', with inspectors recognizing that the Academy makes a significant difference to the outcomes for young people. We have high expectations of our staff and students and want to be recognised as one of the leading providers of vocational programs in the creative arts. We are already a DfE best practice school for LGBT+.

Big Creative Academy opened in September 2014 and have 350 students, aged 16-19, primarily studying Level 3 vocational qualifications. Our students are diverse, challenging and ultimately extremely rewarding to work with. Our study programs specialise in music, fashion, media, gaming, events, performing arts as well as GCSE Maths and English.

The Academy is lively! We are well connected with industry and all of our teaching staff have industry experience. We also have industry ambassadors from companies such as MTV, ITN, Barcroft Media and Island Records and experts are kind enough to provide masterclasses for students. Our focus on skills, wellbeing and networks gives our students the edge in a competitive marketplace.

### The Team

Sacha Corcoran MBE is Principal of the Academy, an inspiring self-made woman involved in education for over 25 years. She has brought together a small outstanding team who are committed to the vision and ethos of the Academy. There are three senior managers, 20 teaching staff and fifteen in business support. Our team are high achievers and





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have interesting and diverse backgrounds. Many have their own creative careers as musicians, actors, producers and fashion designers and all have a passion for creativity.

Some of the benefits of working at Big Creative Academy

Big Creative Academy has a Wellbeing Manifesto promoting positive relationships, resilience and reflection which extends to staff as well as students. We want our team to be productive and happy. The Academy provides the following benefits:

- State of the arts on site Gym facility.
- Discretionary half days on Fridays.
- A staff wellbeing day.
- An employee assistance line.
- Full pension benefits in either the Teachers' Pension Scheme or Local Government Pension Scheme.
- An individual CPD plan.
- Admin days built into the academic year
- Teaching, learning and assessment groups to share best practice and try new teaching techniques.
- Opportunities to learn from your creative colleagues, for example, learning how to DJ, sew, improve your Photoshop skills.