



### Job Description

JOB TITLE	Student Wellbeing Manager
JOB FAMILY	Pastoral
PHASE	Secondary
SALARY	Grade E £26,675 to £30,022 (pro-rata to £22,582 - £25,416 for a full-time appointment)
HOURS	37 hours per week, term time only plus 5 days
REPORTING TO	Assistant Principal: Equality & Diversity, Personal Development, Behaviour & Attitudes (incl. Safeguarding)
RESPONSIBLE FOR	Developing resilience and wellbeing amongst the student body

### Job Purpose

The Student Wellbeing Manager will be an essential member of the pastoral team and will play a key part in developing wellbeing and resilience amongst the student body as well as supporting individual students.

Under the direction of the Assistant Principal (Equality & Diversity, Personal Development, Behaviour & Attitudes incl. Safeguarding), the post holder will support the pastoral team to effectively monitor and support vulnerable students across all year groups. Developing an ethos of high expectations of staff and students with regards to student's medical needs, well-being and child protection.

They will be required to manage and track referrals to both in house and external interventions. They will strive for excellence in all they do, be committed to maintaining high standards and display excellent teamwork. They will be flexible with the ability, determination and commitment to work collaboratively with senior leaders to continue the development of the school.

#### Main Duties & Responsibilities:

- Lead member of staff in the new Wellbeing Room.
- Supervision of vulnerable students.
- To be trained (if not already) as a DSL for the school working with the lead DSL and deputy DSL team.
- Monitor Pupil Premium/BME/SEND groups to ensure these groups are not disproportionately represented in inclusion/ and fixed term exclusions.
- Arrange and organise student counselling sessions.
- Supporting initial CIC meetings/new admissions, collating and gathering historical evidence in order to identify a support plan to implement where necessary.



- Liaise with parents informing them of individual students' referrals/interventions.
- Communicate regularly with staff on students' referrals/interventions.
- To support with creation and implementation of risk assessments for students.
- To help maintain both safeguarding and pastoral files for students.
- To liaise effectively with a wide variety of outside agencies.
- To complete First Aid Training and Emotional First Aid Training.
- To attend multidisciplinary training where relevant to supporting students.

### Duties and Responsibilities

#### Leadership and Management

- Share leadership at a middle leader level for developing resilience and wellbeing;
- Attend behaviour/pastoral meetings;
- Contribute to the operational management of the school and ensure it functions effectively and efficiently;
- Be a visible presence around the school and role model expectations and standards to all staff and students;
- Make a significant contribution to the school's self-evaluation process;
- Assume any other responsibilities as may reasonably be required by the Principal.

#### Staff Support and Challenge:

- Liaise with the SLT on all appropriate wellbeing and resilience issues;
- Remain positive at all times and lead staff by example.

#### Learning Community:

- Represent the school at appropriate meetings;
- Participate with appropriate community partnerships/agencies– related to wellbeing and resilience.

#### Standards and quality assurance:

- Support the aims and ethos of the school;
- Set a good example in terms of dress, punctuality and attendance;
- Attend and participate in school events;
- Uphold the school's behaviour code of conduct and uniform regulations;
- Participate in staff training;
- Attend team and staff meetings;
- Develop links with governors, Local Authorities, partner schools and Academies including the Thinking Schools Academy Trust.



#### **Maintenance of Professional Standards:**

- Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the Academy and the Team for which you are responsible;
- Ensure the highest standards of professional conduct and confidentiality at all times.

#### **Personal Attributes, Skills and Experience**

##### **Personal Attributes:**

- Thinks ahead, generates innovative ideas.
- Values & respects others, builds relationships, collaborates.
- Gets things done, delivers to highest of standards, takes responsibility.
- A positive influencer.
- Demonstrable/visible commitment to wellbeing and keeping children safe.
- Empathy and understanding of the needs of the varying key stakeholder groups.
- Personal resilience and efficacy.
- Excellent verbal and written communication skills.
- Able to develop good relationships with key stakeholders.
- Good IT skills and the ability to interpret data and prepare reports.
- Ability to manage time effectively and prioritise workload as well as support others to manage their time.
- Ability to deal with distressing and emotive situations.
- Experience of safeguarding and managing organisational responses.

##### **Skills & Experience:**

- Degree level, or above, Management or Leadership qualification (desirable).
- Evidence of working with children and young people or adults at risk with complex presentations.
- Have a good working knowledge of evidence based mental health and emotional wellness interventions.

#### **Generic Duties relevant to all members of Staff**

##### **The Trust**

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.



- You will be based at Rochester Grammar School, Medway. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

#### **Teaching and Learning**

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### **ICT**

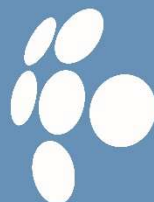
- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### **Health and Safety**

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### **Safeguarding**

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection



issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

#### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of the Student Resilience Manager.

Name:.....

Signed: .....

Date: .....