

May 2024

Dear Applicant,

Thank you for your interest in the post of **Student Wellbeing Practitioner**.

The following documents will assist you in your application:

- Job Description and Person Specification
- Summary of Terms and Conditions for Support Staff
- Benefits summary
- Application and Monitoring Form

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

Completing and returning your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths in addressing the key responsibilities identified in the job description as well as against the criteria detailed in the person specification.

Please return your application form by e-mail as an attachment to hr@godalming.ac.uk

The closing date for receipt of applications is **Tuesday 21st May 2024 at 9am.**

Short-listing and interview arrangements

Since we may not be able to respond to all applicants, if you have not been contacted by **Friday 24th May 2024**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews the w/c 3rd June 2024 at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019. It was noted in that inspection that:

'Leaders support staff very well. They take the well-being and workload of their staff into account when determining new processes and policies. Staff benefit from extensive investment in professional development opportunities, which helps them develop both their subject and classroom skills. Staff are highly positive about working at the College.'

More recently in our 2022 Staff survey, 96.8% of staff said they were proud to be a member of staff at the College and 96.2% of staff would recommend working at Godalming College. The following quotes are from members of our current team:

'It is a supportive, positive, happy environment, which is great for both students and staff.'
'As a member of staff I am given autonomy but always know that guidance, direction and support is available'
'Senior Leaders do care and do consider staff welfare more than any other school/college that I have worked at.'

The College currently employs around 220 teaching and support staff on both a full and part time basis.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff in facilities that have seen major investment over many years.

The campus comprises of nine newer large buildings and our older main building, which was the original grammar school, built in the 1930's. Since the 2000s there has been a phased refurbishment and expansion of the College which included a new English and Modern Foreign Languages block, Media suite, netball and tennis courts and an 11 acre site for Rugby and Football pitches. We would invite you to take the virtual tour on our website to see for yourself the facilities of which we are so proud.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

Full-time Support Staff working hours are 36.42 hours per week excluding a lunch break. Start and finish times will vary depending on the role or department and will be as agreed with your manager on commencement, however the main College hours are 8.45am to 4.15pm.

The College offers a minimum of 22 days holiday entitlement per year for full-time members of staff in addition to the closure period between Christmas and New Year and public/bank holidays. Part-time members of staff are entitled to a proportionate number of days. Those working term time only, 39 weeks of the year, are expected to take leave within the College holiday periods. The term dates are included in the Application pack for reference. Salary calculations are based on a formula which takes holiday entitlement into account.

Support Staff salaries are paid according to the Sixth Form College pay scale for Support Staff. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1st September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack as is an infographic of the additional benefits we offer.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be required.

THE STUDENT GUIDANCE TEAM

- **The Student Guidance Team** oversees the pastoral support of students on an individual basis in terms of their learning and academic progress. This is done in an inclusive way with support and respect for all. Our focus is on supporting students develop self-help strategies to manage their development from school, through sixth form study and then beyond onto their next steps, whether that be University, Apprenticeship, Employment or another form of training. The team is made up of: Assistant Principal – Safeguarding and Support, Director of Safeguarding and Intervention, Senior Tutors, Support Officers, Health and Wellbeing Manager, Student Wellbeing Practitioner, Student Services Administrators, Student Reception, Learning Support team and EDI Officer.
- The College recognises that mental health and wellbeing are of paramount importance. We provide a supportive, inclusive environment and we are proactive in our approach. We adopt a whole college approach to mental health and all staff have responsibility to support students with their mental health. Alongside this holistic approach, students have access to the support of our **Health and Wellbeing Manager** and **Student Wellbeing Practitioner**.
- Each student has a **Personal Tutor** whose priority is to ensure that students settle into College. They support academic progress and wellbeing. The Personal Tutor is the first port of call if students have concerns and encourage students to take responsibility for their learning. Personal Tutors also guide students through options after College and help make those big decisions about their future.
- Our highly experienced **Senior Tutor** team are also trained safeguarding leads who work with students on their academic progress, wellbeing, and complex issues. The Senior Tutors work closely with our **Support Officers** who know that welfare is key to academic progress and are committed to working with students to help them reach their potential. Senior Tutors and Support Officers have an open-door policy, students can either drop in or book an appointment with them via Student Services. They, alongside Personal Tutors, offer safe and non-judgemental advice and help signpost students to external forms of support where necessary.
- **Learning Support** is available to every student, enabling learning and successful completion of courses. Students take part in an initial screening process and will complete a Learning Support questionnaire. This is to help us identify students who might benefit from extra support. Our highly experienced team work with students who have a wide range of needs, some of whom have Educational Health Care Plans (EHCPs).
- Our **Careers and Progression Team** assists students in planning for their future. It is a well-resourced department where students can access a wide range of online information and guidance materials through SharePoint, Microsoft Teams and our online progression platform, Unifrog.

STUDENT WELLBEING PRACTITIONER JOB DESCRIPTION

Job Title: Student Wellbeing Practitioner

Line Manager: Health and Wellbeing Manager

Summary of Job

The Student Wellbeing Practitioner plays a vital role in supporting student wellbeing by providing accessible and visible support for students who might present in distress and need immediate support. They will look after a small caseload of identified students in the form of mentoring and provision of low-level mental health interventions. The role also involves triaging wellbeing referrals where problem solving and effective signposting to internal and/or external wellbeing services is required. The Student Wellbeing Practitioner is a key member of the Safeguarding Team.

Responsibilities

Provision of Student Wellbeing services

- To provide front line, accessible support for students who present in crisis or distress and need immediate de-escalation, before signposting next steps.
- Work with the Health and Wellbeing Manager to develop student wellbeing provision including the triage system and supporting the Wellbeing Hub.
- Manage a small caseload of referrals for students who require wellbeing support in the form of mentoring, and/or low-level mental health intervention e.g. anxiety coping skills, education around self-care, sleep hygiene etc. Referrals may come from Student Services, other pastoral staff, students, and parents as appropriate.
- Run enrichment programmes for groups of students that target a variety of key mental health topics e.g. mindfulness, academic anxiety, resilience.
- To run the daily student Drop-in Support and Signposting service.
- Develop and maintain links with external wellbeing services.

Support of Student Wellbeing resources

- Develop and update wellbeing content on the Health and Wellbeing SharePoint site.
- Develop and update wellbeing content for the college website including advice and support for parents.
- Work with the Health and Wellbeing Manager to develop liaison work with parents around mental health and wellbeing.

Member of the Safeguarding Team

- To act as a College Deputy Designated Safeguarding Lead
- Attend regular meetings as a key member of the Safeguarding Team
- To escalate safeguarding concerns in a timely manner, documenting actions on CPOMS

Additional Responsibilities

- To actively seek to maintain and extend expertise in appropriate areas and pursue relevant training.
- To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies.
- To do other tasks as reasonably requested by the Principal from time to time.

PERSON SPECIFICATION FOR POST OF STUDENT WELLBEING PRACTITIONER

The successful candidate will have the following essential qualifications, experiences, skills and values.

Qualifications

- A good general standard of education including minimum of English and Maths at grade C/4 at GCSE/O Level
- Relevant qualification in appropriate field of mental health or wellbeing would be advantageous.
- Mental Health First Aid certificate; stress management or other, also advantageous

Essential Experience and Skills

- Capacity to use initiative and to cope with the unexpected
- Excellent interpersonal and communication skills
- The ability to work effectively as part of a multidisciplinary team.
- An affinity with 16-19-year-olds
- Capacity to remain calm when dealing with students and parents/carers seeking help with problem solving and emotional issues.
- A good understanding of common mental health issues
- Good written and verbal communication skills
- Effective time management skills to juggle competing demands in a busy work environment.
- Understanding and management of setting appropriate professional boundaries with 16–19-year-olds.

Essential Personal Qualities

- Empathy and willingness to help solve problems.
- Be proactive and self-starting and able to manage their own time efficiently.
- Flexible and adaptable
- Well organised and self-motivated
- Initiative and continuous desire to improve.
- Willingness to engage in relevant training.
- Friendly, approachable, compassionate in nature

Desirable

- Experience in a student facing role.
- Experience in safeguarding young people.

Last review date: May 2024
Review carried out by: Assistant Principal, Safeguarding and Support

Godalming College Support Staff Payscale March 2024

Additional Surrey Allowance on all points of £1222 per year

Scale 1	18	21725
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Scale 2	19	21874
	20	22312

Scale 3	21	22735
	22	23175
	23	23640
	24	24464
	25	25299

Scale 4	25	25299
	26	26123
	27	26950
	28	27774

Scale 5	29	28574
	30	29374
	31	30317
	32	31251

Scale 6	33	32291
	34	33357
	35	34424
	36	35486

Senior Officer	37	36454
	38	37422
	39	38391
	40	39362
	41	40328

Management 1	42	41298
	43	42265
	44	43332
	45	44398
	46	45460

Management 2	47	46525
	48	47691
	49	48755
	50	49913
	51	51077

Management 3	52	52238
	53	53401
	54	54568

Management 4	55	55757
	56	56973
	57	58220
	58	59494
	59	60793
	60	62123

Management 5	61	63481
	62	64868
	63	66286
	64	67735
	65	69217

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £22,312 + £1,222 = £23,534

36.42 hours per week x 39 weeks per year = 1420

1420 x £23,534 divided by 1659 = £20,143.62 pa = £1,678.63 gross per month paid for 12 months

Hourly rate calculation

Full time annual salary / 365 x 7 /

36.42