

## Job Description:

### Student Wellbeing Support Assistant

### Queen Elizabeth's Grammar School, Horncastle

#### PURPOSE OF JOB:

To support the safety and wellbeing of students and provide students with coping strategies to improve their mental health. To support the pastoral team's work, providing structured short term interventions for students who are struggling but not at the point of needing external support

#### MAIN RESPONSIBILITIES, TASKS & DUTIES

##### 1. School Related:

- i. To work alongside the pastoral/safeguarding team to improve student wellbeing so students achieve and succeed.
- ii. Act as liaison with staff and parents in relation to wellbeing concerns.
- iii. Ensure accurate and appropriate records are made onto the school's MyConcern in a timely manner.
- iv. To work closely with the school's mental health and wellbeing lead and provide support to the Student Support & Welfare Officer
- v. To ensure that all stakeholders (teachers/support staff/parents/ outside agencies) around the child are kept informed of relevant information.

##### 2. Child Related

- i. To mentor and support students experiencing wellbeing issues develop strategies for coping, resilience and looking after their mental health.
- ii. Provide support for three hours a day to students who are experiencing day-to-day wellbeing issues, who are referred or come by appointment.
- iii. 50 minutes of your day will be to supervise the school's student wellbeing zone (the 'no-stress nest') from 1.10pm to 2.00pm each day

##### 3. MANAGEMENT OF PEOPLE/SUPERVISION OF PEOPLE

No direct line management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees.

##### 4. CREATIVITY AND INNOVATION

Required to be creative when assisting with planning of activities.

## 5. CONTACTS AND RELATIONSHIPS

- Direct contact with children and their parents/carers, the pastoral team and other employees at the school.
- Liaise with other professionals under the supervision/guidance of the teacher.

## 6. DECISIONS

### a) Discretion –

The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

### b) Consequences –

Any errors should be easily identified and rectified.

## 7. RESOURCES

Learning resources.

## 8. WORK ENVIRONMENT

### a) Work Demands –

Subjected to conflicting priorities due to curriculum and care needs.

### b) Physical Demands –

Subjected to considerable physical demands due, for example, to height of furniture.

### c) Working Conditions –

School based and may be required to undertake reasonable duties of a personal nature.

### d) Work Context –

Potential risk to wellbeing through hygiene duties and possible aggression from pupils/parents/carers.

## 9. KNOWLEDGE AND SKILLS

Formal qualifications are not essential for this role, however, the postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team. The postholder should have GCSE in Maths and English or equivalent level of competency, and a commitment to personal/professional development

## 10. GENERAL

**Job Evaluation** - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**Equal Opportunities** - The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

**Health and Safety** - The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

**All staff have a responsibility to safeguard and promote the welfare of children and young people.**

## Requirements for the post:

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>
Good general knowledge of English and Maths to GCSE or equivalent.	✓	
NVQ Level 2 or similar		✓
Specialist training– e.g. Mental Health/Wellbeing training		✓
Commitment to personal / professional development	✓	

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Ability to relate to students, empathy and sensitivity to student needs.	✓	
Knowledge of safeguarding of children	✓	
IT skills.		✓
Knowledge of developments/strategies to improve mental health and wellbeing		✓

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with and supporting children.	✓	

<b>Competencies</b>	<b>Essential</b>	<b>Desirable</b>
Motivation to work positively with young people and families.	✓	
Good communication skills	✓	
Confidentiality	✓	
Excellent role model for students and committed professional conduct.	✓	
Strong commitment to effective team working but also able to work independently	✓	
Approachable	✓	
Proactive and resourceful	✓	
A good communicator	✓	
Flexible	✓	