

JOB DESCRIPTION

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

WELLBEING CENTRE MANAGER

Key Purpose

The Wellbeing Centre Manager will:

- Promotes positive values, attitudes and understanding of wellbeing and contributes to a whole school approach towards positive mental health.
- Manage the day to day operational running of the Wellbeing Centre.

Overall

- Triaging and coordinating wellbeing referrals in a timely fashion; managing whether they are responded to by the wellbeing and pastoral leads or through the centre.
- Be an integral part of the pastoral and inclusion team at King James by supporting Tutors, HOY's, SENDCo and Wellbeing & Pastoral Leads.
- To work with staff and students to address underlying causes of mental health issues such as anxiety, stress or school avoidance through open dialogue and clear, supportive strategies.
- Supporting and forging positive links with families and external agencies in conjunction with a good understanding of effective interventions and referrals within the school.
- To work with teachers to support reasonable adjustments within classrooms.
- To coordinate opportunities for student led groups and lead a peer mentoring programme.
- To support the Wellbeing Lead & DSL in providing a consistent and effective approach towards wellbeing. Candidate will be provided with DSP training.
- Have the ability to work effectively with and command the confidence of, teaching and support staff.
- Provide a safe space and reassuring response to student needs.
- Monitor and support effective intervention in conjunction with the wellbeing & behavioural pastoral coordinators, using APDR and provision mapping to track impact.
- Provide regular feedback to the DSL & Wellbeing Lead.
- Contribute to, as appropriate, reports and referrals for students with whom you have been working e.g. part time timetables, EHCP, NHESC/NHPSS, NESSie.
- To undertake EHM training in order to lead and support family TAFs.
- Attend training or meetings as required.
- Undertake such other duties as the Leadership team may reasonably require.

Personal and Professional Conduct:

- Demonstrates a high standard of personal and professional conduct and uphold public trust in the profession by maintaining a high standard of ethics and behaviour in and outside of the academy in line with the academy's policy.
- Has professional regard for and actively promote the ethos, policies and practices of the academy and maintain high standards in own dress, attendance and punctuality.
- Understands and acts within the statutory frameworks which set out professional duties and responsibilities.
- Carry out all duties with due regard to confidentiality and data protection regulation.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

Values:

- Accepts accountability for achieving the highest possible standards in their own work and conduct and to be able to be self-critical and reflective.
- Acts with honesty and integrity at all times.
- Forge positive professional relationships.

General:

- Abide by the Health & Safety at Work Act.
- Take responsibility for improving performance through appropriate professional development, by attending training opportunities and responding to advice and feedback from colleagues.
- Respect confidentiality.
- Work within the Academy and Trust policies and procedures.
- Comply with the Academy and Trust no smoking policy.
- Participate and contribute to team meetings.
- Co-operate and liaise with departmental colleagues.
- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence.
- Support and encourage harmonious internal and external working relationships.
- Make a positive contribution to raising the profile of the academy.
- Make a positive contribution to the wider life and ethos of the academy.
- Deploy support staff effectively (where available).
- To undertake such additional duties as are reasonably commensurate with the level of this post.

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The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Pupils.