



Middleton St Mary's CE (VC) Primary School



Wellbeing Mentor Job Description

Name:

Post Title: Wellbeing Mentor

GRADE: C2:15-C2:19 (£14.41-£15.43 per hour) TO
S01:23 once trained

JE Ref: MENT25

Hours: 35h

Monday	Tuesday	Wednesday	Thursday	Friday
8.15am-1.15pm	8.15am-1.15pm	8.15am-1.15pm	8.15am-1.15pm	8.30am-1.15pm
1.45pm – 4pm	1.45pm – 4pm	1.45pm – 4pm	1.45pm – 3.30pm	1.45 – 3.30pm
7h 15m	7h 15m	7h 15m	6h 45m	6h 30m

Purpose of job

To work under the direct instruction and guidance of the Deputy Head (Inclusion & Safeguarding) and SLT, teaching/senior staff to support access to learning for pupils and support across school in the management of pupils with SEMH and/ or adverse childhood experiences.

Responsibilities

- a) Demonstrate commitment to the safeguarding of our children.
- b) To support the development of Social and Emotional, Mental Health and well-being across the school, by planning and delivering a range of targeted interventions.
- c) Be understanding of the risk factors that children and families, in the school community face.
- d) To meet and greet children and families on the playground each morning on the playground at 8.30am.
- e) Plan for intervention to support children both on an individual level and in small groups. Plan for and work with targeted groups where directed.
- f) Plan and deliver sessions which support children's understanding and development of good relationships.
- g) Support children with SEMH in being safe in school and on school visits.
- h) Support access to activities which encourage family/ carer involvement.
- i) Model and support the behaviour policy of the school, while understanding how to make reasonable adjustments for children who have social and emotional difficulties.
- j) Maintain accurate records using CPOMS relating to the work undertaken with children.
- k) Liaise with external agencies, where required.
- l) Plan after school activities/ lunchtime activities where directed.
- m) To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- n) To promote the inclusion and acceptance of all pupils, encouraging pupils to interact well with each other and to be independent as appropriate.
- o) To work as a team liaising with colleagues, supporting each other.
- p) To act with responsibility and confidentiality on all matters regarding children and their families.
- q) Take part in supervision sessions.
- r) Attend training as required.
- s) To cover classes when required (as a Cover Supervisor).

Relationships

- The post holder will be required to work flexibly to deliver an efficient Service.
- There will be daily contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

- The post is currently based at Middleton St Mary's CE (VC) Primary School.
- Classrooms are based on the ground floor and is accessible by disabled persons.
- This post is subject to an enhanced Disclose and Barring Service check.
- The school operates a non-smoking/no vaping policy.

Economic conditions

Grade:

Annual Leave:

Conditions of Service:

Prospects

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

GCSE/CSE/Level 2 English and Mathematics

Job Description Approved by:

Date:

Signed:



Middleton St Mary's CE (VC) Primary Wellbeing Mentor Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Good standard of reading and writing (especially competence in spelling skills) – clear and legible writing	*		A & I
Able to use a range of office equipment (e.g. printers, photocopiers, fax).	*		A & I
Ability to relate well to children and adults	*		A & I
Excellent communication skills	*		A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Good numeracy/literacy skills (GCSE Maths and English/Level 2 Qualification)	*		A & I
Working with or caring for children of relevant age	*		A & I
Appropriate knowledge of first aid		*	A
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	*		A & I
Participate in development and training opportunities	*		A & I
Knowledge of factors which impact on children's mental health and well-being	*		

EXPERIENCE	Ess	Des	MOA
Experience of working with children	*		A&I
Experience of working with children with SEND, including SEMH	*		A&I
An understanding of the Early Years and how children develop		*	A&I
Experience of dealing with queries from a wide range of people	*		A & I
Experience of using CPOMS	*		A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Commitment to Safeguarding children	*		I
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I
Warm, sympathetic, caring and patient	*		I
Willingness to work as an enthusiastic member of a team	*		I
Lots of energy and enthusiasm	*		I
Flexible, adaptable with ability to be firm when necessary	*		I

METHOD OF ASSESSMENT(MOA)

A =Application Form T = Test I = Interview C = Certificate