



## **Wellbeing Coach**

### **Job Description**

<b>Area</b>	: <b>Learning and Learner Services</b>
<b>Salary</b>	: <b>£26,556 - £28,996 pro rata per annum, (£22,811 - £24,907 per annum)</b>
<b>Hours of Work (Full-time/Part-time)</b>	: <b>37 hours per week. (36 weeks and 1 day per year)</b>
<b>Line Manager</b>	: <b>Safeguarding and Welfare Team Leader</b>
<b>Responsibility for:</b>	<ul style="list-style-type: none"><li>: Managing a caseload of disadvantaged and vulnerable learners, to mitigate the disruption to learning arising from the coronavirus pandemic;</li><li>: Supporting learners through 1 to 1 and small group activities to overcome barriers to achieve their learning goals;</li><li>: Provide direct interventions to identified learners and facilitate internal and external partnership working to remove barriers to learning; <i>and</i></li><li>: Tracking the progress of a caseload of learners, providing feedback to the relevant curriculum, pastoral and wellbeing area and ensuring College systems are kept up to date.</li></ul>

### **Main Purpose of Job:**

To enable disadvantaged and vulnerable learners to overcome individual emotional and physical barriers to learning. To promote positive behaviours and provide direct intervention, support and advocacy to identified 'at risk' learners and those not achieving their learning goals due to personal barriers.

Provide a supportive link between the learners, the Personal Development Tutors, their curriculum areas and external agencies.

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

The post-holder will be a member of the Learning and Learner Services department.

### **Key Duties and Responsibilities:**

1. Work with the Safeguarding and Wellbeing Team Leader, Personal Development Tutors and curriculum areas to identify learners (16-19 years old, studying English and/or Maths or have an EHCP) 'at risk' of not achieving their learning goals.

2. Provide individual or small group wellbeing mentoring support sessions to learners who have been identified as 'at risk'.
3. Support learners where problems of attendance/disaffection/safety and personal circumstances are threatening their chances of successful achievement.
4. Provide sustainable strategies to encompass improving their whole lives and leave them with strategies they can continue to work on for life.
5. Support learners and explore a range of self-management measures for anxiety, self-harm, exams stress, sexual health, relationships with others and emotional regulation.
6. Provide a managed drop-in facility and assist learners who request individual wellbeing and safeguarding support.
7. Develop a 1:1 mentoring relationship with learners identified as needing support and devise, implement and evaluate individual action plans.
8. Liaise effectively with Personal Development Tutors and curriculum areas and the Learner Services Team to ensure a coherent informed approach to supporting learners.
9. Promote and support positive learner behaviour and expectations to support progress.
10. Support college staff with intervention strategies when required.
11. Maintain case notes and records on mentoring activity such as meetings, interviews, interventions, and outcomes, utilising the appropriate management information systems.
12. Be aware of the services offered by external agencies and deploy them effectively to support learners.
13. Promote wellbeing activities as part of the tutorial programme.
14. Respond appropriately to safeguarding disclosures and concerns which relate to the welfare and wellbeing of students in a timely manner.
15. Establish excellent relationships with external agencies.
16. Access the college systems for learner information and regularly check for updates.
17. Ensure all documentation is to the advised format and quality and that records are maintained in accordance with GDPR requirements.
18. Manage referrals and ensure effective time management of own calendar to ensure the learners timetable is not negatively impacted.
19. Support and reinforce all cross-college policies.
20. Attend team meetings, open evenings, interview evenings and other progress or promotional events as required.

#### **Generic Duties and Responsibilities:**

21. Promote a culture of innovation, excellence and equality.
22. Reflect the vision, mission and values of the College.

23. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
24. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
25. To actively contribute to the risk management of the College.
26. To positively promote and implement the College's strategies on equality, diversity, safeguarding.
27. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
28. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
29. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

# Wellbeing Coach

## Person Specification



**Cheshire College  
South & West**

\*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

	Assessment Method					
	Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References
<b>Education and Qualifications</b>						
<u>Essential</u>						
• Level 4 or equivalent relevant qualification	✓				✓	
• GCSE Grade C (4/5) in English and Maths or equivalent	✓				✓	
• Evidence of relevant continuous professional development	✓		✓			
<u>Desirable</u>						
• Mentoring/Coaching Qualification	✓				✓	
• Qualification in mental health	✓				✓	
• Level 3 safeguarding Qualification	✓				✓	
<b>Skills and Experience</b>						
<u>Essential</u>						
• Experience of working in a supportive environment	✓		✓			
• Experience of working and communicating effectively with young people who are disadvantaged and/or vulnerable	✓		✓			
• Ability to work with empathy and sensitivity	✓		✓			
• Ability to develop relationships with learners, staff and parent/carers	✓		✓			✓
• Ability to develop and maintain professional relationships with external agencies	✓		✓			
• Excellent working knowledge of Safeguarding procedures	✓	✓	✓			
• Ability to prioritise workload and manage time effectively	✓	✓	✓			
• Ability to keep matters confidential and refer to external services when appropriate	✓	✓	✓			
• Ability to work effectively with a wider staff team	✓	✓	✓			✓
• Ability to carry out administrative duties effectively	✓	✓	✓			✓
• Ability to produce accurate reports for external agencies in a timely manner	✓	✓	✓			

• Understanding of equality, diversity and inclusion in working and learning environments	✓		✓			
• Ability to promote learning and opportunity for all	✓		✓			
• Excellent digital literacy skills	✓		✓			
<u>Desirable</u>						
• Experience of working in a mentoring/coaching capacity	✓		✓			
• Experience of liaising with external mental health support services	✓		✓			
• Experience of making external safeguarding referrals	✓		✓			
<b>Personal Attributes</b>						
<u>Essential</u>						
• Excellent interpersonal and communication skills	✓		✓			✓
• Excellent organisational skills	✓		✓			✓
• Excellent team-working skills	✓		✓			✓
• Effective influencing skills	✓		✓			
• Ability to communicate effectively	✓		✓			✓
• Ability to prioritise, work under pressure and to meet deadlines	✓	✓	✓			
• Ability to use own initiative and work with minimum supervision	✓	✓	✓			
• Flexibility to work across different locations	✓		✓			
<b>Other requirements for employment/engagement</b>						
<u>Essential</u>						
• Enhanced DBS check						

Updated: April 2023