



WILMINGTON ACADEMY – JOB DESCRIPTION

JOB TITLE:	Wellbeing Manager (Term-time + 5 days)
LOCATION:	Wilmington Academy
RESPONSIBLE TO:	Lead on Behaviour and Attitudes

Purpose of Post: The purpose of the post is to improve the wellbeing of students by providing counselling and mentoring services to those experiencing a wide range of emotional problems, whilst also contributing to the safeguarding and welfare of the students. In turn, this will support their academic achievement and social, moral, spiritual, cultural and emotional development in an inclusive environment liaising with teachers, tutors, parents/carers, Trust colleagues and outside agencies, as required.

Status of Post: This is a permanent appointment, subject to a probationary period of six months, during which suitability for the post will be monitored and performance will be assessed.

Counselling Services

- To develop and utilise an effective referral system in which stakeholders follow a clear, systematic process to access wellbeing services.
- To be responsible for the confidential counselling of students as needed.
- To provide a caring and supportive environment where concerns can be discussed and explored in order to support positive mental health at Wilmington Academy.
- To provide strategies for students to manage their emotional problems and develop personal resilience.
- To support in improving the attendance of PA students.
- To be responsible for maintaining appropriate and confidential records.
- To liaise with the DSL on a regular basis.
- To liaise and support parents of young people with emotional problems through meetings, calls and written communication.
- To work closely with the SEN department and build upon interventions provided by the TAs.
- To have thorough knowledge of and make referrals to other local agencies where appropriate.
- To provide regular data regarding the students accessing the services, alongside the types of problems being addressed to SLT.
- To liaise regularly with SSMs, college teams and SEN to ensure the effective operation of the provision and timely referrals to other agencies.
- To promote inclusion and a positive and caring ethos.
- Assist in supporting students withdrawn from lessons and work with them to reintegrate back into lessons.
- Support Academy sanctions and rewards procedures.
- To uphold Academy behaviour and associated policies.

CPD/Staff Support

- To be responsible for their personal CPD by updating their knowledge and awareness of changes in the field of counselling and education and their impact on the provision on offer.
- To be alert to trends and patterns of problems, locally and nationally, and support in addressing these with corrective action.
- To plan and deliver training to the staff body during INSET/CPD sessions .
- To be responsible for advising and supporting staff working with those students experiencing emotional problems.
- To lead a staff wellbeing group that ensures a professional and healthy forum.

- To liaise, where appropriate and with students' consent, with members of staff.
- To provide support to Deputy DSL's and other staff as needed.

Academic progress

- To monitor student progress and assist with mentoring and other interventions as required.
- To promote literacy across the Academy.
- To assist with Academic Review Days, Parent Consultation and other stakeholder events.

General

- Take a lead role in a specific area across the Academy (within the confines of the job description) to ensure high standards and consistency of approach.
- To maintain effective relationships with parents/carers.
- To attend training and meetings as required.
- To adhere to and promote Academy policies on equal opportunities and race equality.
- To comply with Academy policies and procedures regarding conduct and dress.
- Job performance will be evaluated through the Academy Performance Management/Staff Appraisal Scheme.

Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Promote actively the Academy's corporate policies
- To sustain and manage the National Wellbeing Award accreditation
- Comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate

Signatures

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: _____ Date: _____
Employee