

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Wellbeing
Centre
Co-ordinator





JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

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

Job Title: Wellbeing Centre Coordinator

Reporting to the job holder: N/A

Main Purpose of the role: The Wellbeing Centre Coordinator works with the Assistant Head, Personalised Learning and Wellbeing, to ensure that wellbeing is consistently promoted and delivered across the School, to outstanding standards, in order to develop students' confidence, resilience and knowledge of coping with their studies and everyday life. This includes, but is not limited to, being the first port of call for students' wellbeing needs, responding to queries regarding a student's mental health, and providing brief interventions and coping strategies as appropriate. The Wellbeing Centre Coordinator will establish ongoing communication and positive relationships with students, Medical Centre, Personalised Learning Centre, Heads of Years, Safeguarding Team and the boarding staff to ensure students are provided with the best support and guidance.

Main Duties and Responsibilities

- Be the first point of contact for students in need of wellbeing support.
- Be the point of contact for selected students at challenging times e.g. students with time-out cards, assistance during exam periods.
- Respond in a timely fashion to any student's mental health concerns.
- Support students to develop strategies and techniques to self-manage their mental wellbeing, anxieties etc. This may be on a one-to-one basis, or general awareness-raising activities generally with students.
- Support the smooth running of the counselling service at the School.
- Develop resources for tutorial and other campaigns throughout the academic year in order to raise awareness of wellbeing related activities, and equip all students with strategies to keep themselves physically and emotionally well in everyday life.
- Support staff training as required.
- Maintain a thorough and up-to-date knowledge and understanding of policies, issues and legislation relating to support for students.
- Keep appropriate, reliable and updated records.
- Provide administrative support to the team, such as collating documentation, data

inputting, formatting of documentation, proof-reading, updating website etc.

- Contact parents and external agencies if agreed by the line manager.
- Facilitate effective communication between the Wellbeing Centre, Personalised Learning Centre and Medical Centre.
- Undertake professional development relevant to the role.

Additional responsibilities

- Work alongside the General Office and the Boarding team to assist with the Missing child system and support with any emergencies that arise.
- Provide support to the Head of PSHCEE by assisting with the organisation of external speakers. (including liaising with the speaker, agreeing the price and arranging the payment, arranging the date based on calendar and timetable allowance, organising location and logistics of the day, informing the necessary people of any arrangements made and keeping the records up to date.)
- Provide administrative support in other areas in the school as and when required.
- Provide additional support for the Med Centre, if required.

PERSON SPECIFICATION

Key experiences:

- Qualification in a nursing, social work, counselling or other relevant professional qualification relevant to this role, ideally to a Level 3 qualification and above or with work experience gained in a similar role.
- Experience of working with young people
- Experience of providing guidance and support to students on a one-to-one basis
- Experience of providing brief interventions/ support
- Knowledge and understanding of health and wellbeing strategies and coping strategies.
- Experience in planning and active promotion of policies, procedures and systems.

Skill requirements

- An understanding of potential barriers to health and wellbeing as well as current and relevant health and wellbeing practices
- An understanding of specific learning difficulties and mental health issues.
- Have a professional approach to maintaining appropriate relationships and personal boundaries.

Personal Skills

- Excellent interpersonal and communication skills
- Have strong organisational skills and effective personal time management
- Ability to resolve problems and prioritise own workload
- Strong computer skills and proficient in the use of Word, Excel and Outlook.
- Display initiative, be positive and enthusiastic
- Ability to remain calm in difficult situations
- Approachable and act in the best interest of the students.