



NELSON AND COLNE
COLLEGE



Job Description

Health & Well-being Officer

Role Specific

1. Ensure that the health and wellbeing policy is consistently delivered across the college to outstanding standards and is compliant with the DoH Healthy FE Programme and Ofsted expectations for PDBW
2. Work with curriculum and support staff in the College to provide early identification and ongoing monitoring and evaluation of support provided to students at risk of not achieving due to health and wellbeing issues
3. Develop and maintain effective partnership working with local mental health, early intervention teams and other community partners to ensure timely support, signposting, referrals, and intervention that lead to the success of the whole student population, including learners in the community and apprentices
4. Produce and present reports on college bursaries and the impact of the Health & Wellbeing Strategy
5. Contribute to the College professional development programme, delivering mental health awareness sessions to colleagues to ensure accurate and timely identification of student needs
6. Plan and deliver internal and external cross college promotional events to raise awareness of key initiatives, for example healthy eating, smoking awareness, emotional wellbeing, tolerance of difference etc.
7. Work collaboratively with tutor leaders to promote and deliver health and wellbeing themed tutorials and campaigns throughout the academic year in order to raise all students awareness of how to keep themselves physically and emotionally well in everyday life
8. Support the recruitment and retention of learners and celebrate success at all levels – using the VLE platform, Moodle as a means to access support and information remotely
9. Support the co-ordination of the Duke of Edinburgh programme as required.
10. Introduce and establish a successful mentoring programme that enables more able students to support the most vulnerable students to develop skills of listening and responsibility.
11. Co-ordinate the college counselling services, wellbeing zones, sexual health clinic, prayer and welfare rooms so that students have appropriate spaces in which to better understand and improve their emotional wellbeing.
12. Lead a forum for students on full-time programmes that enables them to contribute to the shaping of healthy college menus, including the concept of 'Grab and Go' meals.

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively.
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation.
3. Value diversity and promote equality.
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies.
5. Contribute to cross-college events.
6. Adhere to College policies and procedures including health and safety.
7. Ensure good communication at all levels.
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults.
9. Any other duties that the Principal considers appropriate.





| Person Specification | Health & Well-being Officer |
|---|-----------------------------|
| | Essential / Desirable |
| Qualifications and Attainments | |
| 4 GCSEs or equivalent including Maths and English at Grade C or above | Essential |
| Level 3 Health and Wellbeing/ Youth Work qualification or equivalent | Essential |
| Degree level qualification | Highly Desirable |
| Training, Experience and Knowledge | |
| Successful experience of working with a wide range of students and in particular those who are considered vulnerable due to mental ill health or other barriers to learning | Essential |
| Experience of co-ordinating processes and procedures | Essential |
| Proficient in the use of Microsoft Word, Excel, PowerPoint and Outlook | Essential |
| Ability to communicate at all levels in order to reduce barriers to learning, and/or maintain healthy and safe environments | Highly Desirable |
| Personal Skills and Attitudes | |
| Possess excellent communication and interpersonal skills | Essential |
| Ability to work under pressure and to tight deadlines | Essential |
| Display initiative, be positive and enthusiastic | Essential |
| Excellent organisational and administrative skills | Essential |
| Excellent IT skills (including proficiency in Microsoft Excel and other Microsoft packages) | Essential |
| Be a team player and ability to work autonomously | Essential |
| Demonstrate a commitment to equality and diversity, customer service and quality assurance | Essential |
| Demonstrate a commitment to the process of continuous review and improvement | Essential |
| Suitability to work with children, young people and/or vulnerable adults | Essential |
| Flexible approach to working times in line with the College | Essential |

