



Job Description	Health & Wellbeing Officer
<p><u>Role Specific</u></p>	
<ol style="list-style-type: none"> 1. Work with the Personal Development Manager to ensure that health and wellbeing services are consistently promoted and delivered across the college, to outstanding standards, in order to develop student’s confidence, resilience and knowledge of coping with their studies and everyday life across all provision types 2. Contribute to the college strategy for health and well-being and personal development in order to meet key performance indicators. 3. Act as a key contact to an allocated case load of students, providing brief interventions and support to enable them to improve outcomes and build coping strategies as appropriate. 4. Develop and maintain effective partnership working with local health and wellbeing services, early help/intervention teams and other community partners to ensure timely and effective support, signposting, referrals, and intervention that lead to successful outcomes for students 5. Develop resources for tutorial and other campaigns throughout the academic year in order to raise awareness of related issues and equip all students with strategies to keep themselves physically and emotionally well in everyday life. Supporting with staff training as required 6. Plan for and facilitate the active promotion of health and wellbeing related policies, procedures and systems as requested to support the wider personal development agenda, including the delivery of relevant activities, maintenance of display boards and publicity materials in relation to health and wellbeing service. 7. Support the Personal Development manager to co-ordinate the college counselling services, nurse, health and wellbeing zones and contemplation rooms so that students have appropriate spaces in which to better understand and improve their emotional wellbeing 8. Capture and utilise health and wellbeing data to monitor and report on issues in order to inform and tailor service delivery and improvement, contributing to the development of reports as required 9. Contribute to the development and support the successful implementation of robust policies, procedures and systems needed to keep students physically and emotionally healthy. 10. Undertake regular professional development to ensure health and wellbeing practices are relevant and the college is equipped to address student needs and any new emerging themes/initiatives 	
<p><u>College Responsibilities</u></p>	
<ol style="list-style-type: none"> 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	
	Essential / Desirable
Qualifications and Attainments	
4 GCSEs or equivalent including Maths and English at Grade C or above	Essential
Degree qualification in relevant subject area	Desirable.
Driving licence, own vehicle and insurance for business use	Essential
Training, Experience and Knowledge	
Experience of engagement with children, young people and vulnerable adults	Essential
An understanding of potential barriers to health and wellbeing as well as current and relevant health and wellbeing practises	Essential
Experience of working with external agencies to build and maintain effective partnership working.	Essential
Experience in planning and active promotion of policies, procedures and systems.	Essential
Knowledge and understanding of health and wellbeing strategies and coping strategies.	Essential
Successful experience in contributing to the development and implementation of policies, procedures to promote positive change.	Essential
Experience of providing brief interventions/ support.	Essential
Personal Skills and Attitudes	
Strong Organisation, planning and co-ordination skills	Essential
Ability to organise and prioritise own work load	Essential
Ability to communicate effectively with learners.	Essential
Proficient in the use of word, excel and outlook.	Essential
Excellent customer service skills	Essential
Display initiative, be positive and enthusiastic	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