

<b>Organisation:</b>	Leeds City College
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	N/A
<b>Core Job Role:</b>	Wellbeing Team Leader
<b>Job Title:</b>	Wellbeing Team Leader
<b>Reports to:</b>	Wellbeing Manager
<b>Grade</b>	S02
<b>Date of compilation:</b>	November 2023

### ROLE SUMMARY:

At Luminate Education Group we are committed to creating an environment that puts the wellbeing of students at the heart of their learning experience. We believe in building a culture of positive wellbeing and becoming a trauma informed organisation.

The College's Wellbeing Team promotes positive student mental health and wellbeing through providing interventions and delivering preventative and awareness raising workshops and activities. As the Wellbeing Team Leader, you will be responsible for the line management of the staff in our Wellbeing Team and overseeing the service delivery across the campuses and community sites. The role will also focus on supporting the Wellbeing Manager in the development of key mental health strategies, procedures and training.

### SPECIFIC ROLE RESPONSIBILITIES:

1. Support the Wellbeing Manager in developing and implementing a strategy for mental health and wellbeing and building delivery capacity in this service area
2. Performance management and line management responsibility for direct reports including target setting, appraisals and absence management
3. Support with the duty rota and first point of contact for student referrals
4. Plan and coordinate delivery of the wellbeing services across campuses and community sites, including external agency delivery ensuring students have access to internal and external services
5. Work with curriculum departments to develop the MindMate approach including achievement of Mindmate Champion status, and other quality standards
6. Lead the development of campaigns and new initiatives, linking with, and developing referral pathways to, external agencies and organisations
7. Provide effective, timely and high quality assessment and counselling for student referrals

8. Drive the take up of services for 19+ students, monitor activity levels, ensure accurate recording and draw down funding for these students
9. Coordinate the work of trainee counsellors on placement in college
10. Provide specialist advice, support, mentoring and training to counselling and mental health staff, pastoral managers, coaching tutors, support staff and curriculum staff in assessing and dealing with mental health and wellbeing issues
11. Maintain up to date knowledge and training around mental health, counselling, wellbeing and vulnerability and undertake the required CPD
12. Work with curriculum staff and learning leaders to design and produce resources for tutorial and individual support relevant to students at different stages and phases of learning
13. Monitor the recording and reporting of wellbeing referrals on campus, using appropriate client record and MIS systems, ensuring processes are followed
14. Provide information and data in reports for managers, senior leaders and governors on a termly basis
15. Proactively engage with external stakeholders, building relationships and seeking opportunities; attend external meetings as required; provide a point of contact for external agencies including, but not limited to, NHS, Mind, Market Place, Public Health, Forward Leeds, school wellbeing services
16. Advise on effective transition arrangements for vulnerable students
17. Participate in regular supervision as a part of case management and review processes

#### **CORE RESPONSIBILITIES:**

1. Performance management of service staff, including monitoring caseloads and the impact of services on individual student outcomes
2. Work on opportunities to develop digital work streams to improve our online offer, service delivery, reporting, evaluation and communications
3. Lead meetings, planning activities and staff development within teams and across college. Attend and contribute to team meetings, planning days and other directorate and college staff events.
4. Participate in activities in college including meet and greet, and contribute to school liaison activities and open events

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.

- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

**Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

**Ownership & performance**

*Using our robust business planning model to allow areas to have clear ownership over their vision and remit.*

**Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

**Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

**Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

**Collaborative & responsive**

*Proactively seeking opportunities to create synergies and positive outcomes for all.*

## Person Specification

<b>Job Title:</b>	Wellbeing Team Leader
<b>Department</b>	Student Life

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Degree or equivalent higher level qualification	A / C
E	Q2. Professional qualification or diploma in relevant field level 4 or above e.g. Mental Health, Counselling	A / C
E	Q3. English and Maths at Level 2	A / C
D	Q4. Registered with a professional association	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience working as a mental health practitioner and/or counsellor	A / I
E	EK2. Recent experience supporting young people and/or vulnerable adults with mental health issues	A / I
E	EK3. Experience of working with vulnerable groups in an educational or community settings	A / I
E	EK4. Experience of working with a range of partners, referring into their services and developing working relationships	A / I
E	EK5. Experience of delivering training, offering peer supervision and supporting teams	A / I

E	EK6. Experience in the management and supervision of staff and developing their skills and professional practice	A / I
E	EK7. Up to date knowledge and experience of a range of mental health and wellbeing issues	A / I / P
D	EK8. Knowledge of impact evaluation and demonstrate its contribution to service improvement	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent interpersonal, non-judgemental approach and team work skills	A / I
E	SC2. Ability to use own initiative, self-motivation and able to persuade, influence and motivate others. A solutions focused approach	A / I
E	SC3. Strong time management and organising skills, ability to work under pressure, to deadlines, to prioritise and manage workloads	A / I / P
E	SC4. Ability to analyse data, produce performance reports and create processes to capture data	A / I
E	SC5. Use of digital and online media to develop services and improve communications with students and staff	A / I / P
E	SC6. Able to provide a professional lead to colleagues within team and across college	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I