

HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE

Job Description

Senior Wellbeing & Pastoral Mentor

Hours: 37hrs/week

Department: Student Services

Responsible to: Safeguarding & Wellbeing Manager

Main Purpose of Post:

- As Deputy Designated Safeguarding Lead work in partnership with the Safeguarding and Wellbeing Manager and the Head of Student Services (DSL) to ensure the colleges safeguarding duty is met in line with relevant legislation.
- To support the Safeguarding and Wellbeing Manager in promoting an organizational awareness of mental health and positive emotional wellbeing.
- In partnership with the Safeguarding and Wellbeing Manager ensure vulnerable students have a high-quality experience in college, are fully included in the College community and are not disadvantaged in comparison to their peers.
- To support the WPM's in your designated area to offer timely identification and support for vulnerable students. Provide oversight and support for each WPM with their caseload and support their practice.
- To manage a case load of identified vulnerable students supporting them to overcome individual physical and emotional barriers to learning (circa 50% caseload).
- To provide direct intervention, support, and advocacy to identified 'at risk' students and to those not achieving their learning goals due to personal barriers, in line with the Safe and Fit to Study framework and Ready, Respectful Safe policy.
- To facilitate internal and external multi-agency working within the College's safeguarding and child protection framework, whilst also supporting the WPM's within this area.

Main Duties to Include:

- To work in partnership with the WPM, Safeguarding and Wellbeing Manager and Head of Student Services to provide a holistic safeguarding and pastoral support service for all students.
- To provide individual pastoral mentoring support to students who have been identified as 'at risk' of not achieving their learning goal, working in partnership with curriculum teams.
- To support students where problems of attendance/disaffection/ safety and personal circumstances are threatening their chances of successful achievement, working in partnership with curriculum teams.

- To support the WPM's in providing a managed drop-in facility and assist students who request individual pastoral and safeguarding support.
- To develop a 1:1 mentoring relationship with students identified as needing support and to devise, implement and evaluate individual action plans and risk management plans.
- To manage and support the WPM's to manage a cohort of young people requiring multi-agency support including supporting the Child Protection, Child in Need and Looked after Child processes, with the support of the SWPM and Safeguarding and Wellbeing Manager.
- To liaise effectively with curriculum managers, tutors, learning support and other student services personnel to ensure a coherent informed approach to supporting students.
- To support college staff with intervention strategies when required.
- To maintain case notes and records on mentoring activity such as meetings, interviews, interventions, and outcomes. Utilising the appropriate management information system.
- To be aware of the services offered by external agencies and deploy them effectively to support students.
- To work with schools and college staff to ensure effective sharing of information, appropriate transition activities and induction is effective for vulnerable students.
- To maintain regular contact with families/ carers/agencies of students receiving support.
- To promote wellbeing activities as part of the tutorial entitlement of students, working with Student Service Officers.
- To maintain a high standard of working knowledge and CPD within the safeguarding arena, having full operational understanding of the College safeguarding policy.
- To provide oversight of students supported and report regularly case management to the Safeguarding and Wellbeing Manager for a designated area.
- To maintain quality assurance systems and effective monitoring of the service as requested by the Head of Student Services or Safeguarding and Wellbeing Manager.
- To uphold high professional standards and boundaries in line with Keeping Children Safe in Education.
- To attend Open, Welcome and Parents' Evenings as required.
- To participate in College staff review/appraisal.
- To undertake any other duties commensurate with the post as requested by your line manager.

Specific duties - Deputy Designated Safeguarding Lead

In conjunction with the DSL or when the DSL is not available or in conjunction with the Safeguarding Manager and fellow DDSLs is responsible for:

- *Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agency.*
- *Providing advice and support to other staff on issues relating to child protection.*
- *Maintaining a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral).*
- *Ensuring that parents or guardians of children and adults at risk within the College are aware of the College's child protection policy.*
- *Liaising with the HSCP, SSCP and other appropriate agencies*

The postholder is expected to act at all times in manner that encourages equality of opportunity for all Students, Staff and Visitors to the College and also to adhere to their responsibilities as required to ensure a safe and healthy environment in which to work and study. Further details on both these issues can be found in the College Equal Opportunities Policy and Health and Safety Policy which are available on the College Intranet.

Person Specification:

	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Education, Qualifications and Training 	<ul style="list-style-type: none"> • L3/4 Relevant qualification or relevant and proven experience of working with young people. • Extensive Safeguarding knowledge based CPD/qualifications • A GCSE equivalent in English. • Level 2 qualification in ICT or proven IT skills 	<ul style="list-style-type: none"> • Relevant degree or professional qualification. • Youth Work qualification • Proven CPD in relation to: Challenging behaviour Attachment issues Trauma Mental health & wellbeing • First Aid at work
<ul style="list-style-type: none"> • Experience 	<ul style="list-style-type: none"> • Experience of working with young people. • Experience of leading a team or coaching staff. • Experience of working with multiple agencies. • Safeguarding concern management experience. • Experience of providing welfare and pastoral support to young people. • Experience of working in a team. • Working with a solution-focused approach. 	<ul style="list-style-type: none"> • Proven experience in relation to: Challenging behaviour Attachment issues Trauma Mental health & Wellbeing
Particular Skills and Abilities	<ul style="list-style-type: none"> • Ability to establish rapport with a wide range and variety of people, staff and students. • An ability to form and maintain appropriate relationships and personal boundaries. • Excellent organisational skills. 	<ul style="list-style-type: none"> • Ability to de-escalate situations and proactively reengage young people. • An understanding of relevant agencies, such as social services and experience of working in

	<ul style="list-style-type: none"> • A flexible approach to working hours. • An ability to multi-task. 	partnership with other agencies.
Motivation and Personality	<ul style="list-style-type: none"> • Confidence in dealing with people. • Sensitivity and awareness of people's needs. • Emotional resilience in working with challenging behaviours and distressing situations. • Patience/tolerance. • Rapport with 16-18 age group as well as 19+. 	
Circumstances and Health	<ul style="list-style-type: none"> • Usual medical and criminal clearances. 	