

HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE

Job Description

Wellbeing & Pastoral Mentor

Department: Student Services

Responsible to: Safeguarding Lead

Main Purpose of Post:

- Work in partnership with the Safeguarding Lead - DDSL and Head of Safeguarding - DDSL to ensure the colleges safeguarding duty is met in line with relevant legislation.
- To manage a case load of identified vulnerable students supporting them to overcome individual physical and emotional barriers to learning.
- 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 Fitness to Study framework.
- To facilitate internal and external multi-agency working within the Colleges safeguarding and child protection framework.

Main Duties to Include:

- To work in partnership with the Safeguarding Lead - DDSL and Head of Safeguarding - DDSL 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 provide 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 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 Safeguarding Lead - DDSL and Head of Safeguarding - DDSL.
- 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 Coordinators.
- To maintain a high standard of working knowledge and CPD within the safeguarding arena, having full operational understanding of the College safeguarding policy.
- To maintain quality assurance systems and effective monitoring of the service as requested by the Safeguarding Lead - DDSL and Head of Safeguarding - DDSL.
- 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.

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"> • GCSE Grade C/4 or above in English (or equivalent) • Experience of working with young people • Safeguarding knowledge based CPD/qualifications. • Level 2 qualification in ICT or proven IT skills/ 	<ul style="list-style-type: none"> • Children-focussed Level 3 or Level 4 qualification • Relevant degree or professional qualification. • Youth Work qualification • Proven CPD in relation to: Challenging Behaviour; Trauma and Attachment; Exploitation; 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 working with multiple agencies. 	<ul style="list-style-type: none"> • Safeguarding concern management experience. • Proven experience in relation to:

	<ul style="list-style-type: none"> • Experience of providing welfare and pastoral support to young people. • Experience of working in a team. • Working with a solution-focused approach. 	<p>Challenging behaviour Attachment issues Trauma Mental health & Wellbeing</p>
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. • A flexible approach to working hours. • An ability to multi-task. 	<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 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. 	