



## Job Description

<b>Job Title</b>	Education & Wellbeing Mentor
<b>Department</b>	SGS Wellbeing Service
<b>Reporting to:</b>	Deputy Designated Safeguarding Lead
<b>Main Purpose of the role</b>	
<p>This Bristol / Stroud based role will be responsible for working collaboratively with specified faculties to provide wellbeing support to learners who are identified as an agreed caseload of “at risk” learners in order to maintain their attendance and maximise their progress and achievement.</p> <p>The role also involves liaising with a range of internal college functions and external agencies to secure appropriate wellbeing support for “at risk” learners. The post holder will be a named Safeguarding Officer, as well as contributing to the running of the SGS Wellbeing Service</p>	
<b>Key Tasks / responsibilities:</b>	
<ul style="list-style-type: none"> <li>• To provide wellbeing Information, Advice and Guidance (IAG) to all learners at the College.</li> <li>• To provide 1:1 wellbeing support session for learners identified as “at risk” as agreed with staff and managers in specified faculties to help them overcome barriers to their learning.</li> <li>• To work collaboratively with tutors, other relevant staff, parents, carers, external agencies and learners to develop and implement agreed pastoral improvement and support plans in order to enhance learner progress, achievement and wellbeing.</li> <li>• To liaise with and refer “at risk” learners to relevant college staff and external agencies to secure appropriate wellbeing support and guidance.</li> <li>• To work collaboratively with curriculum and corporate staff in the identification of “at risk” learners.</li> <li>• To help identify and monitor Looked After Children (LACs) and Care Leavers in named curriculum area to ensure they receive all relevant entitlements such as bursaries,</li> <li>• To co-ordinate PEP’s for LAC cohort, and to keep the Local Authority Virtual School updated on attendance and progress.</li> <li>• To act as an advocate for learners where appropriate.</li> <li>• To provide IAG to learners regarding support they may be eligible for.</li> <li>• To respond to requests for advice and support and refer learners to appropriate services for information regarding health and welfare issues, career planning and UCAS.</li> <li>• To undertake the role of a College Safeguarding Officer and to follow processes and procedures as detailed in the College’s ‘Safeguarding Children, Young people and Vulnerable Adults Policy and Procedure’.</li> <li>• To attend multi-agency professional meetings as appropriate.</li> <li>• To build up a detailed knowledge of support services available, serving as a single point of contact for learners and to access specialist support as appropriate.</li> <li>• To assist with learner induction and parents’ evenings, open events and meetings when required.</li> <li>• To participate in the organisation and delivery of relevant learner enrichment activities and group work programmes</li> <li>• To provide a confidential Sexual Health and Relationships IAG service to learners in collaboration with Gloucestershire &amp; South Gloucestershire’s C Card service.</li> <li>• Where possible to refer learners at risk of withdrawal to alternative courses and IAG services e.g. Careers Advisor, NCS, NEET, Prospect etc.</li> </ul>	

<ul style="list-style-type: none"> <li>• To maintain accurate and detailed paper-based and computerised records, produce written reports, statistics, case studies and evaluations.</li> <li>• To access relevant professional development opportunities when required to ensure best practice.</li> <li>• To contribute to the evaluation and development of services across the College as part of the College's ongoing self-assessment cycle.</li> <li>• To represent the College at internal and external events as and when required by Deputy Designated Safeguarding Lead</li> <li>• To contribute to the general functioning of the SGS Wellbeing Service</li> <li>• Any other duties as required by the Deputy Designated Safeguarding Lead that are commensurate with the grade</li> <li>• Undertake any other duties and responsibilities and/or special projects commensurate with the grade of post.</li> </ul>
<b>Role Dimensions</b>
<ul style="list-style-type: none"> <li>• Measured by learners' levels of confidence and satisfaction in making good quality, informed decisions.</li> <li>• Attendance and Retention of learners with specified faculties.</li> </ul>
<b>Key Interfaces</b>
<ul style="list-style-type: none"> <li>• Deputy Designated Safeguarding Lead</li> <li>• Designated Safeguarding Lead</li> <li>• Heads of Department</li> <li>• Teaching and Support Staff</li> <li>• Education &amp; Wellbeing Mentors</li> <li>• Learners / Parents / Carers</li> <li>• College staff</li> <li>• The Looked After Children's Virtual School</li> <li>• Local Housing Services</li> <li>• Youth Justice Service</li> <li>• CYPS</li> <li>• Social Care Teams</li> <li>• NHS Mental Health Teams</li> <li>• Hospital Education Services</li> <li>• Gloucestershire &amp; South Gloucestershire Sexual Health Service</li> <li>• Local Council Services</li> <li>• Drug and Alcohol Services</li> <li>• Local Voluntary Services</li> <li>• Police</li> <li>• National Support Services</li> </ul>
<b>Supporting College Goals and Values – all roles</b>
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>• Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.</li> <li>• Promoting the image of the College as one that is committed to the highest standards of delivery and service.</li> <li>• Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.</li> <li>• Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy.</li> <li>• Promoting and implementing best practice in Enabling Positive Behaviour, Health and Safety, Learner Code of Conduct, Learner Charter and; Safeguarding Children, Young People and Vulnerable Adults.</li> </ul>

Measurable Performance Standards for this role					
<ul style="list-style-type: none"> <li>• Success and progression rates for “at risk” learners receiving support (narrowing the gap).</li> <li>• Learner and partner satisfaction with support provided.</li> <li>• Contribution to delivery of SGS Wellbeing Service &amp; Student Union level agreements and related quality improvement plans.</li> </ul>					
Level of Disclosure and Barring (DBS) disclosure required					
Either: 1: Enhanced with barred list checks					
Author and Date					
Pez Perrin, Director of Wellbeing & Designated Safeguarding Lead (November 2023)					
Job Evaluation ( <i>for HR Completion</i> )					
Score		Profile		Level	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

## Person Specification

### Education & Wellbeing Mentor

Criteria	Essential	Desirable	Assessed by
<b>Qualifications and attainments</b>			
GCSE Maths and English grade C or above or equivalent.	✓		Application form
Full Level 3 Qualification.	✓		Application form
Level 2 IT Qualification.		✓	Application form
Counselling Qualification or ability to demonstrate competency through proven experience in a similar role.	✓		Application form
Level 2 or above IAG Qualification.		✓	Application form
Evidence of relevant and recent professional development.	✓		Application form
Level 2 Safeguarding Qualification and experience.	✓		Application form
<b>Experience and knowledge</b>			
Minimum 3 years' experience of working with young people aged 14 + with emotional, social, mental health and wellbeing issues.	✓		Application form / Interview
Knowledge of the Further Education sector.		✓	Application form

Criteria	Essential	Desirable	Assessed by
Specialist knowledge/experience in relevant fields e.g. Mental Health, Youth work, IAG etc.	✓		Application form / Interview
Ability to effectively monitor and evaluate data.	✓		Application form
General Administration skills including preparation of reports.	✓		Application form
Knowledge and experience of SEN.	✓		Application form /interview
<b>Skills and abilities</b>			
IT Literate (especially proficient in the use of Excel and Word).	✓		Application form
Friendly, outgoing and confident with young people and adults.	✓		Application form / interview
Good judgement to know when to deal with an issue and when to refer it to a specialist.	✓		Application form / interview
High levels of personal integrity and respect for others.	✓		Application form / interview
Positive and proactive in responding to the needs of the College, learners and other staff.	✓		Application form / interview
Values diversity with strong commitment to promoting equality and business excellence.	✓		Application form / interview
<b>Essential College Attributes</b>			
<b>Initiative:</b> Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form / interview
<b>Influencing skills:</b> The ability to persuade others.	✓		Application form / interview

Criteria	Essential	Desirable	Assessed by
<b>Interpersonal Skills:</b> The ability to communicate and interact with other people in a way that promotes cooperative relationships, and demonstrates empathy and promote resilience.	✓		Application form / interview
<b>Teamwork:</b> The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form / interview
<b>Circumstances of role</b>			
Ability to meet particular conditions of the role e.g. unsocial hours or travelling between campuses.	✓		Application form
Occasional evening and weekend work will be required as part of a rota. Time off in lieu will be given.	✓		Application form