



Wellbeing Officer

JOB DESCRIPTION LBR5

Reporting to:

Clinical Lead, Head of Wellbeing

Job Purpose:

Woodbridge has a leading mental health provision which is renowned for its broad and dynamic approach to wellbeing in education. Our services cater with versatility and creativity, to the community's needs around emotional health. Our Wellbeing Officer will help in planning, delivering and administering the wellbeing offer within our large, multicultural, co-educational school for 11 to 18 year-olds.

The post holder will work with individuals, groups and accommodate students who have self-referred. The wellbeing department as a whole have substantial impact on whole school emotional wellbeing, the successful applicant will make key contributions to this on-going aim.

Key Responsibilities:

- To offer wellbeing groups for students and contribute to our lunchtime club which aims to provide a safe space for students to be themselves and build relationships.
- To offer students 1:1 wellbeing support, working within school policies and practices.
- To manage our 'Rapid Response' service through which we aim to meet the needs of a range of students with a high level of immediacy, often same day.
- To champion wellbeing within our school and its context, to work closely with the Head of Wellbeing and Deputy Head of Wellbeing in achieving the department's developmental aims.
- To liaise with school staff where necessary and maintain visibility around the school.
- To work with our Inclusion, Safeguarding and Family Support teams on complex cases.
- Record-keeping in accordance with service protocols and GDPR.
- To work with a diverse range of issues, including such things as relational difficulties, bereavement, low mood and anxiety.
- To actively participate in team meetings and make contributions to on-going departmental monitoring and summative reports.
- To explore and implement projects and interventions which aim to enhance the psychological health of both staff and student bodies.

PERSON SPECIFICATION

Education/Qualifications

Essential

- Training, experience or qualification working with children and young people
- Experience in a role which involves safeguarding children/young people

Preferred

- Qualification/certificate in mentoring/counselling

Knowledge

Essential

- An awareness of a range of needs of people from diverse ethnic, cultural and social backgrounds.
- Child Protection/safeguarding knowledge and awareness.

Preferred

- An understanding of the inner-workings of a school system and how this might influence the wellbeing services offered within it.

Experience

Essential

- Experience providing 1:1 and group wellbeing support for a variety of presenting issues

Preferred

- Experience of working in a school
- Experience of working with families
- Experience delivering workshops

Skills and Abilities

Essential

- The ability to work under pressure in a busy environment
- The emotional resilience to encounter complex cases
- Flexibility to work systemically within an established organisation and department
- The capacity to set boundaries with students and colleagues to protect the integrity of the service

- Self-awareness as a practitioner
- The ability to share the departmental vision and expand upon it
- The ability to also work independently, manage one's own caseload and use initiative
- Good written and verbal communication and organisational skills
- Skills to ensure record-keeping is thorough, accurate and up-to-date