**Overall Job Purpose:**

The Student Health, Safeguarding and Well-Being Officer will make a meaningful and fulfilling contribution to one of the top post-16 Arts Colleges, providing low level and preventative health and wellbeing support to students between 16-19. You will be expected to work closely with parents, teaching staff, support staff and other external agencies, taking a lead role in ensuring that students with physical and mental health conditions are properly supported in College so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

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| **Accountabilities Specific**  **Wellbeing**   * To respond in a pro-active way to the emotional wellbeing needs of students, before requiring higher tier interventions. * To adopt appropriate strategies and approaches to support and assist students to achieve their identified goals. * To motivate and encourage students, and help them to develop their self-esteem and confidence and interact with others and college life. * To develop areas of expertise and ensure that knowledge and skills are up to date on best practice. * To work in a collaborative way with internal staff and external agencies (when required), ensuring a consistent approach to interventions to support the wellbeing, achievement and progress of students. * To be responsible for and manage a case load of students, identifying the level of need and targeted support those students require. * To deliver targeted group work with at risk / vulnerable students, providing solution focused, specific, interventions. * To work on a 1:1 basis with students with identified low level mental health difficulties * To provide a drop-in service for students at specific times throughout the week to support with low level immediate interventions. * Coordination and direct delivery of emotional and well-being support to increase resilience in students throughout examination periods. * Co-ordination and direct delivery of social, emotional and mental health well-being programmes so as to support improved attitudes to learning. * To act as a link person for external support agencies to support the admissions process and transition strategies for students. * Play a wider role in promoting mental health and well-being across the college, and helping us embed a mental health-friendly culture.   **Safeguarding**   * To take on the roles and responsibilities of a deputy designated safeguarding lead by attending the necessary initial training and attending regular CPD events. * Ensuring safeguarding records are kept up to date using College systems, in accordance with statutory guidance and College policy. * Ensuring safeguarding referrals are made to the Multi-Agency Team, Children’s Social Care, Early Help and the police, as appropriate. * Attending and contributing to regular safeguarding meetings with the college safeguarding team in order to review cases and improve college practices.   **First Aid**   * Provide first aid care (physical and mental health first aid) to all members of the school community as necessary. * Maintain the College’s Accident Log for students, staff, contractors & visitors * Take lead responsibility for the College’s First Aid Policy and contribute to the Health and Safety Policy and other policies where there is a health or medical input required. Ensure that statutory requirements are up to date and best practice guidance is reflected in the relevant policies. * Arrange first aid training and defibrillator training for staff as required and maintain a training log. * Maintain stock in all school first aid kits and check regularly. * Prepare first aid kits, medicines and care plans for students going on day trips, attending public performances and exhibitions.   **Administration**   * Provide information on specific medical conditions and allergies to staff and the catering team at the start of the college year and keep updated as circumstances change. * To maintain accurate records of all interventions and meetings with students. * Preparing appropriate reports and ensuring these are presented to external agencies, as required, liaising with Core Team.   **Health Education**   * Liaise with teaching staff to prepare materials and presentations for tutorials relating to age appropriate Health Education * Support the Catering Team in the promotion of healthy eating and positive relationships with food. * Support, and be an advocate of, the College’s approach to good mental health and wellbeing for students and staff. * Provide access to a range of materials promoting healthy lifestyles. * Keep up to date with current health promotion initiatives. |
| **Accountabilities – Generic**   * Leading and attending meetings with parents/carers. * Attending meetings with external agencies e.g. case conferences, core groups, children in need. * To provide support during staff development days, sharing knowledge and expertise to upskill current staff. * To undertake any other tasks identified by the Principal, or member of the Core Team within the general scope of responsibility. |
| **All Staff - Safeguarding Duties and Responsibilities**   * The College is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. The following is expected of all staff: * To uphold the College’s policies relating to safeguarding and child protection, behaviour, Health & Safety and all other relevant policies * To promote and safeguard the welfare of students for whom you are responsible and come into contact with. * To ensure full compliance with all statutory regulations, in particular Keeping Children Safe in Education, (2015) communicating concerns to the Designated Safeguarding Lead, other relevant staff of CAPA College or local Children’s Services as appropriate. |
| **Employment checks required of this post:**   * Evidence of entitlement to work in the UK. * Evidence of essential qualifications as detailed in the Person Specification. * Two satisfactory references. * Evidence of a satisfactory safeguarding check e.g. DBS * A List 99 check. |