

Capital City College Group

Job Description and Person Specification

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| Post: | ESOL Mental Health and Wellbeing Support Worker |
| Hours: | 35 per week |
| Contract: | Full Time Permanent- Term Time Only |
| Salary: | Spinal point 27 - £24,121 per annum (FTE 28.846) |

Key Purpose

- To support 16-18 ESOL learners with mental health and well-being situations whilst studying at Finsbury Park.
- To promote positive behaviour for learning.
- To work with other members of the student services teams, counsellors, and teaching staff to advertise the service and ensure that information is reaching all 16-18 ESOL learners.

Main Duties and Responsibilities

- To provide personal mental health and wellbeing services to assist students with the management of mental health issues affecting their learning.
- Maintain high visibility across the ESOL department, communicating effectively with learners and promoting positive behaviors.
- Supervise breakout areas and monitor learner behaviour
- To liaise and communicate with external partners and coordinate meetings.
- Work closely with the counsellors/IA&G workers to support learners with needs
- Provide individual sessions for students with emotional, social, academic or personal development
- Provide guidance to Teaching Teams
- Provide group support to assist students with emotional, social, academic or personal needs
- Liaise with teaching staff to provide an effective induction programme which ensure that all students are aware of the Mental Health service and how to access it.
- Create links with external local professionals, e.g. psychiatrists, social workers, MH organisations and GPs
- Refer students, as appropriate, to internal services and external agencies both local and national and advise the team on appropriate referrals
- Support tutors offering pastoral care and assist with the management of student problems, including offering mediation where appropriate
- To attend and contribute to internal and external meetings including relevant team and training events and partnership meetings, representing the college where required.

General

- To implement College policies particularly those relating to equality of opportunity, health and safety and data protection

- To implement Safeguarding, Health and Safety and security procedures in accordance with statutory and College requirements
- To undertake appropriate self-development and training activities and regularly review own performance of duties with the line manager for the post
- To undertake any other duties consistent with the key objectives and/or duties of the post as allocated by the line manager.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining professional development, and actively participate in the Group's appraisal scheme.
- To carry out duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder will need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

| | Criteria | Essential | Desirable |
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| Qualifications & Experience | Minimum 5 GCSEs at grade C (4/5) or above including English and maths | | |
| | Experience in successfully delivering and Mental Health Support Services | ✓ | |
| Knowledge & Understanding | Experience of successful work within an appropriate context with young people with Mental Health difficulties | ✓ | |
| | Familiarity with current developments in Community Care | | ✓ |
| | Knowledge of legislation and issues relating to Mental Health | ✓ | |
| | An understand and commitment to the College policy on equality of opportunity and a willingness to promote this in all aspects of work | ✓ | |
| | Experience of multi-agency support work | | ✓ |
| Skills / Abilities | The ability to relate to, communicate effectively with, and counsel students, and to monitor their progress | ✓ | |
| | An ability to maintain good working relationships with colleagues, to work as part of a team and provide team leadership | ✓ | |
| | High level of organisation and administrative skills and a readiness to carry out admin and student support/tracking duties consistently and to a high standard | ✓ | |
| | Ability to defuse volatile situations | | ✓ |