



# JOB DESCRIPTION

**POST TITLE:** MENTAL HEALTH SUPPORT COACH  
(TERM-TIME ONLY)

**POST NUMBER:** WREQ1976

**GRADE:** HAY 11 SCALE

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## **JOB PURPOSE**

As the Mental Health Support Coach, you will provide support for individual and/or small groups of learners with mental health difficulties on a wide range of courses across the college. An understanding, working knowledge and previous experience of working with learners with barriers to learning is crucial.

The post will also involve working collaboratively with teaching teams, external partners and the cross college staff to ensure seamless transitions between courses, schools, colleges and partner organisations to ensure a high quality provision.

## **KEY DUTIES AND RESPONSIBILITIES**

As post-holder, you will be responsible to the Lead Practitioner, and ultimately to the Head of Faculty, for the following:

- To give practical and individualised support and guidance to learners on all programmes within the Faculty and across the College Curriculum to meet individual learning needs;
- To support the learners and tutors in the classroom setting if necessary empowering their independence and developing strategies to overcome their difficulties;
- To assist in the development of, and to work within the college team, for delivery of programmes of study for learners with mental health difficulties;
- To liaise with outside agencies such as CAMHS & Positive step, parents, social workers, etc as appropriate under the supervision of specialist practitioners;
- To aid in the production/creation of individualised learning plans according to learner need, e.g.: Anxiety workbooks, Low Mood courses & CBT based reflections;
- To be able to refer to external agencies, such as Positive step, when the need arises;

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- To be competent with the use of technology and associated programmes and software and to implement technologies such as Big White Wall in the learner journey;
- To ensure that Health and Safety Regulations and all other policies and procedures in place are complied with at all times;
- To adopt an innovative and creative approach to the mental health of young people and employ strategies to empower and embed resilience & emotional literacy skills;
- To work on an individual basis with learners in accordance with their Individual targets and encourage aspirational attitudes to learning;
- To carry out other such duties and undertake all relevant training opportunities as required and as are commensurate with the grade of post.

## **GENERIC DUTIES**

In addition to the requirements of the post above, the post-holder is required:

- To participate in programme/school/college activities as requested, including parents' evenings/open evenings;
- To participate and undertake staff appraisal and in-service training based on an assessment of individual service needs;
- To meet the requirements of the health & safety at work act 1974 and the college's health & safety procedures. This includes ensuring the appropriate records are kept and updated according to requirements;
- To comply with Information Security requirements, in line with Weston College policy;
- To undertake such other duties as may be reasonably required commensurate with the grade of the appointment;

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.



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## STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

## SALARY

Hay 11 Scale, Points 14-17:       £14,117.08   to   £15,081.47   per   annum  
(actual).

## HOURS

Hours of attendance:               37 hours per week, term-time only (38  
weeks).

## SPECIAL NOTES AND CONDITIONS

The post is term-time only (38 weeks – academic year), working 37 hours per week. Holidays must therefore, be taken outside the terms of the academic year. The post holder may, on occasions, be required to work irregular hours.

*Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.*



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
Sensitivity with a professional approach to the many and varied needs of learners with mental health difficulties.	✓	
Relevant successful educational experience and a commitment to Inclusive Practice.		✓
Knowledge and Skills in working with people with learning difficulties and/or learning disabilities, challenging behaviour, mental health and barriers to learning.	✓	
A relevant mental health (or related) qualification or a willingness to undertake.	✓	
Highly motivated & empathetic to the needs of young people.	✓	
A flexible and proactive approach.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team and on own initiative.	✓	
Excellent communication skills and the ability to communicate in emotionally challenging situations.	✓	
Computer literacy.	✓	
A mental health first aid qualification or the willingness to undertake.		✓
A creative and innovative approach to mental health, with an understanding of the barriers of an educational environment.		✓
ASIST training or willingness to undertake.		✓



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## FACULTY OF INCLUSIVE PRACTICE

The Faculty delivers a wide range of courses aimed at widening participation particularly for groups of people who might not otherwise access opportunities for learning. We are committed to meeting the lifelong learning needs and aspirations of learners through the development of an inclusive and progressive curriculum provision that supports learners in overcoming barriers to learning. We seek to address social exclusion by helping learners to become active citizens with a range of employability skills.

All areas within the Faculty achieve high levels of retention and achievement and the OFSTED in 2013 graded the LDD areas as Outstanding.

The Faculty currently consists of the following divisions:

- Foundation Learning;
- Additional Learning Support;
- HE and External Projects;
- Weston Bay Residential Training Facility.

The Faculty enjoys a high profile within the college and the community. There are strong links with local schools, Education and Health Authorities, Social Service, Bath Spa University College and other organisations.

The Faculty has a commitment to providing all learners opportunities to achieve their full potential by offering individualised programmes and high levels of additional support where appropriate.

Learners benefit from well qualified, experienced and dedicated staff, we have established an excellent recording for placing students on other Further Education courses, training and employment.

The success of the Faculty is based on a strong belief in teamwork and a staff commitment to a learner centred, quality experience.

**Sam Mayhew**  
**Head of Faculty**