

# JOB DESCRIPTION

**POST TITLE:** HE WELFARE AND WELLBEING LEAD  
**POST NUMBER:** WREQ2584  
**GRADE:** MANAGEMENT SPINE O-K

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## **JOB PURPOSE**

Working within University Centre Weston (UCW), you will be ensuring that students have a smooth transition into Higher Education (HE), particularly those with a mental health condition. In addition, you will be providing effective ongoing pastoral support to enable student development, and to also ensure student retention and achievement.

The post-holder will also be required to deliver individual support and mentoring to HE students with a mental health diagnosis across UCW, potentially including those who are in receipt of DSA and request mental health mentoring and support. They will also be expected to promote the positive mental health, resilience, and wellbeing of all HE students, through organising awareness raising events and wellbeing activities.

## **KEY RESPONSIBILITIES**

As post-holder, you will be responsible to the Specialist Support Manager, working within the HE Academic Registry Team (HEART), for the following:

- Promoting positive mental health and wellbeing to students and staff.
- Arranging wellbeing events and continually promoting resilience within the UCW community.
- Leading upon organising events that promote positive mental health and resilience within the UCW community (*e.g.* Time to Talk Day / University Mental Health Day).
- Delivering wellbeing and resilience workshops to all HE students, both in a formal basis (*e.g.* going into lectures) and in an informal basis (*e.g.*, organising drop in workshops).
- Delivering workshops to staff to promote positive mental health and wellbeing.
- Creating and developing a range of resources promoting positive mental health and resilience that can be made available to all students and staff.
- Co-ordinating transition programmes for students with mental health difficulties who are transitioning from FE to HE. This includes contacting these students prior to enrolment and providing support, if necessary.

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- Being the first point of contact for students who are presenting acute mental health issues (*e.g.*, Anxiety, Depression, OCD, Emotional Intensity Disorder, Eating Disorders, Psychosis, *etc.*).
- Exercising flexibility by responding to mental health crises or other similar urgent situations.
- Responding to students in an efficient, calm, and professional manner.
- Working closely with HEART to provide effective pastoral support to students and to resolve any practical issues that could be having a negative impact on the students.
- Providing individual interventions to empower students to manage their mental health, in relation to their academic progression, and promoting strategies for independent learning, living, and wellbeing.
- Liaising with external organisations, outside agencies, and Weston College Group colleagues, in order to ensure that the support needs of individuals are met.
- Working with curriculum teams to identify and support students who are at risk of leaving and ensuring that appropriate individualised support is in place.
- Maintaining excellent professional boundaries at all times. Being vigilant of the impact of inappropriate boundaries on both students and staff expectations.
- Contributing to open days, move in weekends, and other events, as required to outline the support available to students.

## **GENERIC RESPONSIBILITIES**

In addition to the requirements above, as a member of HEART, you will be required to:

- Provide Information, Advice, and Guidance (IAG) regarding HE, qualifications, course content, entry criteria, selection process, finance, and scholarships to prospective students.
- Contribute and support the student recruitment and selection process, including attendance at open days, delivering presentations, liaising with parents / students at interview / audition days, as required, positively selling UCW, and ensuring that relevant literature is available to applicants.

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- Promote UCW, both internally and externally.
- Complete all associated organisation and administrative work.
- Assist with administration, enrolment, pre-enrolment counselling, and identification of customer requirements.
- Participate in both internal and external staff development, as appropriate.
- Participate and undertake Staff Appraisal and in-service training, based upon an assessment of individual service needs.
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures.
- Comply with Information Security requirements in line with College policy.
- Be prepared to operate on a flexible year as required. You will be expected to work outside of normal working hours, as required by the role.
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.

## **CONTACTS**

Internal and external clients and employers, and staff within the organisation, especially faculty staff.

## **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.

## **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.

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## **CONDITIONS OF SERVICE**

The College standard Contract of Service for Management Spine staff applies.

## **SALARY**

Management Spine O-K: £19,746.00 to £23,236.00 per annum.

## **HOURS**

Hours of attendance: Full-time, 37 hours per week.

*Due to the nature of this post, a flexible approach to working hours is required, with evenings and occasional weekend work needed to meet the demands of this post.*

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays and college closures.

*The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

## **SPECIAL NOTES AND CONDITIONS**

The particular duties and responsibilities attached to the post may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post.

As post-holder, you will be based at Weston College's Winter Gardens site, but will be required to move between sites to ensure that students on all campuses are supported effectively.

***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 4/C or above (or equivalent), including English Language and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
A Degree or equivalent qualification in an appropriate area.	✓	
Minimum of two years' experience working in a one to one or small group capacity with adults with a range of complex Mental Health difficulties.	✓	
Membership of a relevant professional body (e.g., BPS, BPS, BACP, BABCP)		✓
To be able to identify and respond to a variety mental health presentations.	✓	
Experience of and commitment to working in a multi-agency setting and working in partnership with a range of education, health and social care professionals.		✓
Knowledge and understanding of the impact of mental health difficulties on academic engagement.	✓	
Good working knowledge of primary and secondary mental health services in the local area, including criteria, access and referrals.		✓
A sound understanding of the NICE guidelines for treatment of a variety of mental health diagnoses		✓
Knowledge and experience of a range therapeutic techniques or psychological therapies (e.g., mindfulness, active listening, CBT/DBT).	✓	
Able to demonstrate a sound knowledge of The Mental Health Act 1983 (including 2007 amendments), Mental Capacity Act 2005 and Safeguarding.	✓	
Ability to evidence strong professional boundaries in challenging situations.	✓	
Experience responding to and managing crisis situations involving risk assessments and safety planning.	✓	
Understanding of Disabled Student Allowance (DSA) support / funding.		✓
Excellent organisational and administrative skills.	✓	
Understand the importance of using external clinical supervision and be willingness to engage in reflective practice.	✓	



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Highly motivated and committed to developing the wellbeing and resilience of students.	✓	
Excellent interpersonal skills, communication, and the ability to contribute to the Weston College Group's mental health team.	✓	
Understanding of the HE sector, including: <ul style="list-style-type: none"><li>• Student Support.</li><li>• Student Finance.</li><li>• OFS / QAA.</li></ul>		✓