

 <b>Richmond and Hillcroft Adult Community College</b>	<b>JOB DESCRIPTION/ PERSON SPECIFICATION</b>
--	--

<b>POST</b>	Wellbeing Advisor (Variable Hours)
<b>DEPARTMENT</b>	Supported Learning
<b>GRADE</b>	Standard Hourly Rate
<b>REPORTS TO</b>	ALS Coordinator
<b>DIRECT REPORTS</b>	None
<b>WORKING PATTERN</b>	Variable Hours

#### **JOB PURPOSE**

By offering learners a safe space to express their wellbeing concerns and by providing a referral service, the primary purpose of this role is to promote the mental and emotional wellbeing of learners who seek support. The Wellbeing Advisor will provide learners with relevant and appropriate information, advice and guidance in order to help learners overcome personal challenges and successfully achieve their learning goals.

#### **MAIN DUTIES AND RESPONSIBILITIES**

- Act as a point of contact for learners who seek wellbeing support and who present with personal challenges that are creating barriers to learning
- Offer learners a confidential space where they are able to express their concerns, discuss their challenges and learning needs
- Work with the ALS coordinator to schedule and manage appointments and drop-in sessions
- Work closely with the ALS Coordinator to ensure additional learning support is provided to learners (where eligible)
- Signpost and facilitate access to a range of internal and external support services, e.g. Additional Learning Support (ALS), Information, Advice and Guidance (IAG), NHS support, Citizens Advice, Local Borough Councils, Housing Support, Domestic Violence Support, Mental Health helplines, etc.)
- Research and provide up to date resources for local and wider wellbeing/support information
- Develop and maintain professional relationships and contacts with relevant external organisations (e.g. medical professionals, social care professionals, specialist support groups and organisations)
- Refer learners to medically recognised mental health and wellbeing information, advice and guidance
- Develop general wellbeing and supporting materials for learners (e.g. handouts, leaflets)
- Ensure confidential learner records are kept up to date and filed efficiently in line with GDPR

- Work closely with the college safeguarding team to support early intervention where required. This includes the timely reporting of concerns and supporting the safeguarding team in dealing with wellbeing concerns
- Work closely with the ALS Coordinator and where guided, relevant college colleagues where information relating to learner wellbeing needs to be shared
- Provide necessary information and reports to support service improvements and/or the Self-Assessment Report (SAR) process
- Liaise with mental health and medical professionals, where appropriate, on behalf of learners and with learners' permission. This may include writing letters, telephone enquiries on behalf of the learner
- Where appropriate and agreed (management/safeguarding team), act as an advocate for a learner in need
- Where appropriate, support learners with filling forms related to their wellbeing (such as Dyslexia/ADHD assessment forms)

**General Duties:**

- To commit to ongoing professional development by undertaking job related training
- To contribute to the planning and development of the service as a member of the team
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented
- To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas
- To actively promote the College's safeguarding policy and be aware of your responsibilities to report concerns
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College

*The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.*

## PERSON SPECIFICATION

The successful candidate will fulfil the following essential requirements and will also ideally hold the desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY: I – Interview AF – Application form T – Task
	<b>KNOWLEDGE</b>			
1	Commitment to Equality and Diversity, Safeguarding and Health and Safety	✓		I
2	Knowledge and understanding of local and wider mental health service provision		✓	AF/I
3	Knowledge and understanding of local and wider welfare service provision		✓	AF/I
4	Sound understanding of safeguarding practices and legislation	✓		AF/I
5	Understanding of risk assessment and how to mitigate risks	✓		I
6	Understanding of confidentiality and Data Protection Regulation	✓		AF/I
	<b>ABILITIES/SKILLS/EXPERIENCE</b>			
1	Significant work experience in a relevant sector area e.g. counselling, social work, teaching, nursing, clinical psychology, occupational health	✓		AF/I
2	Experience of supporting people with mental health difficulties	✓		AF/I
3	Ability to form positive relationships with a range of people both within and external to the organisation	✓		AF/I
4	Ability to manage time and prioritise tasks	✓		AF/I
5	Experience of working in an Adult Education setting and providing support, advice and guidance to adult learners		✓	AF/I
6	Experience of working as a member of an effective team		✓	AF/I
7	Ability to communicate clearly both verbally and in written form	✓		AF/I
8	Competent IT Skills with the ability to create and store word documents and spreadsheets that contain confidential information	✓		AF/I
9	Experience of raising and/or managing safeguarding concerns		✓	AF/I
10	A willingness to undertake training in wellbeing and welfare issues that create barriers to learning	✓		I
	<b>QUALIFICATION</b>			
1	A Level 4 or above qualification in a relevant sector area e.g. counselling, mental health; nursing; teaching; clinical psychology; occupational health; social work	✓		AF/I

2	English (GCSE Functional Skills Level 2 or equivalent)	✓		AF
---	--	---	--	----