

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

Wellbeing Officer

OVERVIEW OF THE ROLE

The role is viewed as being critical in enhancing the Service and College's responsiveness in meeting the needs of the adults, young people, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for adult learning.

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a challenging post playing a key part in the continuing success, development and expansion of our provision for the City.

The successful applicant will be a dynamic individual who is learner focused: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

Closing date for receipt of applications:

Pat Carrington
Head of Service/Principal
June 2014

CITY COLLEGE PETERBOROUGH

JOB DESCRIPTION

LEA Division: City College Peterborough (CCP)
Department: 14-19 Study Programmes
Job Title: Wellbeing Officer
Post No:
Grade: NJC Grade 7; Points 14-19; £27,334 - £29,777
Responsible to: Senior Wellbeing Officer
Responsible for: N/A

JOB PURPOSE

To develop constructive relationships with, and provide support to young people on Study Programmes, 14-19 projects and apprentices. To liaise with outside agencies to understand the support structure that is available across the City for young people.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To prioritise the needs and ensure the health, wellbeing and safety of children and vulnerable adults on Study Programmes, 14-19 projects and apprentices. This will include supporting learners in crisis and being able to work in situations of a highly emotional nature.
2. To be the front of house member of the team, this will include booking meetings for the team such as learner 1:2:1's, and stake holder meetings such as Personal Education Planning, Child in Need, Early Help, Youth Offending and Looked After Child reviews as well as completing timely attendance monitoring and calls daily.
3. Contribute to the behaviour management of the learners and, when necessary, organise corrective action in conjunction with the management team to identify early intervention strategies to prevent incidents/potential incidents escalating.
4. Chair meetings and provide statutory reports with external stake holders including: Personal Education Planning, Child in Need, Early Help, Youth Offending and Looked After Child reviews.
5. Manage Designated Person responsibilities as required to safeguard learners. Maintaining associated records and liaising with all other DP's to ensure practices are robust. Supporting learners with an out of hours support service relating to safeguarding if required.
6. Responsible for safe medication handling and administration in line with policies and procedure. Following personal care and treatment plans to ensure the safety of learners.

7. Motivate and support learners who may have additional learning or social needs to complete training programmes and improve their employability. Differentiating the level of support according to need.
8. Provide support for tutors through regular 121 case meetings, to help manage the learner experience, delivering training to internal staff where needed to maximize learner safety, welfare and outcomes.
9. Contribute to the Services statutory responsibilities in terms of 'PREVENT' specifically contribute to raising awareness (staff and learners) plus maintaining associated records as necessary.
10. Review documentation and create a learner profile that specifically plans the learner journey, highlighting any specific risks or safe way of working. Contribute to tracking learners who have left, including early leavers to support in to positive destinations where possible.
11. To be the lead in the Early Help Assessments, this includes writing detailed summaries of the need for an EHA and booking relevant meetings for all parties to support the young person and family.
12. Supporting learners in crisis and advocating for their welfare by supporting them to prepare for and participate in any meetings they may attend externally
13. Complete paperwork, including comprehensive support logs and ensure learner records are maintained in a timely and accurately manner.
14. Monitor Learners' attendance, attainment and progression, where necessary, follow-up with learner and tutors
15. Communicate with families/carers and provide accurate and up to date information as required.
16. Actively work to achieving team targets
17. Contribute to the Quality Monitoring of the Programme
18. Manage processes to ensure the safeguarding of children and vulnerable adults
19. Participate in maintaining the Investors in People (IIP) and MATRIX IAG Standards
20. Participate in achieving a minimum grade 2 Ofsted inspection

GENERAL DUTIES

1. To ensure that the Service/Colleges policies with respect of Equal Opportunities are fully met.
2. Undertake a range of personal care duties where required, this includes assisting in toilet duties and feeding learners that are unable to support themselves, where required
3. To assist with Teaching Assistant duties inside and outside the classroom where appropriate
4. To contribute to team working across the Service
5. To promote high standards of Health, Safety and Welfare, ensuring that the Service/College complies with statutory requirements.
6. To undertake other reasonable duties at the request of the Head of Service/Principal.

VARIATION CLAUSE

This is a description of the post, as it is constituted at the date shown. It is the practice of this Service/College to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager, in consultation with, the post holder, will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organization's other sections or departments.

Description prepared by: Michaela Granger
(Senior Wellbeing officer) **Date:** January 2024

Description authorized by: Pat Carrington
(Head of Service) **Date:** May 2022

CITY COLLEGE PETERBOROUGH

PERSON SPECIFICATION

LEA Division: City College Peterborough (CCP)
Department: 14-19 Study Programmes
Job Title: SEN Wellbeing Officer
Post No:
Grade: 7
Responsible to: Senior Wellbeing officer
Responsible for: N/A
Completed by: Michaela Granger – Senior Wellbeing officer
Date: May 2022

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Working with young people who have social and emotional barriers to learning • Supporting young people in crises • Planning positive outcomes for learners • Supporting learners with Special educational needs • Statutory agencies involved with children and vulnerable adults 	<ul style="list-style-type: none"> • Further Education • Foundation Learning/ Study programmes • Apprenticeship Programmes • Knowledge of Ofsted • Storage and use of medicines
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Motivational techniques • Ability to relate confidently and successfully to people of all ages, backgrounds and abilities • Ability to support young people with all aspects of personal care • First aid training including complex health needs • Undertaken risk assessments • Ability to work to agreed challenging targets • Skills necessary in maintaining personal organisation for self and team • Excellent oral and written communication skills • Have a positive regard for young people treating them with 	

	<p>respect becoming a positive role model for learners.</p> <ul style="list-style-type: none"> • Highly motivated and committed to achieving excellence • Excellent interpersonal skills ICT including Word, Excel and PowerPoint 	
EXPERIENCE	<p>Proven experience in:</p> <ul style="list-style-type: none"> • Working with young people with differing levels of ability • Managing challenging behaviour • Giving instructions and monitoring the completion of tasks 	<ul style="list-style-type: none"> • Coaching and Mentoring
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to Level 2 standard Functional English and Maths level 2 • Medication handling • Challenging behaviour 	<ul style="list-style-type: none"> • IAG level 2 or above • ICT qualification eg ECDL, ITQ • Personal care training
EQUALITY	<ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. 	
SAFEGUARDING	<p>Proven commitment to:</p> <ul style="list-style-type: none"> • Ensuring the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Proven record in the understanding and practice of effective customer care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the proper performance of duties • Live within easy travelling distance of the work place 	<p>Full driving licence and access to a vehicle</p>