**Job description**

**Student Wellbeing Co-ordinator**

**All Saints’ Catholic Voluntary Academy**

**Job purpose**

To develop, plan and deliver a fully comprehensive support package for student well-being supporting targeted student needs, for example the delivery of 1-1 and group sessions to support exam anxiety, self-esteem, communication and social skills, anger management, coping with bereavement/loss, Y7 transition support and behaviour management. Supporting parents of identified students as required.

**Specific responsibilities**

* Identify student need by working with key staff.
* Plan, design, deliver and lead targeted programmes of intervention to positively support the well-being of identified students.
* To work 1-1 with students and lead group sessions.
* Make full use of links with external connections and agencies
* Work as part of the school’s designated safeguarding team to ensure that students are supported. Training will be provided.
* To provide Mental Health first aid to students as required.
* Collect and evaluate data to support the progress of identified students following intervention/support e.g. attendance, data from Go4Schools, behaviour, information from mentor sessions and student voice feedback.
* Respond effectively to the data and intervene appropriately.
* Communicate on a weekly basis with staff the recommended strategies for helping support student wellbeing in the classroom through regular bulletins and updates of case study information.
* Cover for JPC manager as required and provide relevant work and support for students in the inclusion unit.
* Communicate with parents as required, providing feedback on the support provided for their child by the school.
* Work in close liaison with Year Progress Leaders to identify key vulnerable students and respond appropriately. (Including supporting children in KS2 transitioning to KS3)
* Respond to the OFSTED agenda in relation to alternative provision, vulnerable children and incorporating effective mental health guidance under OFSTED.
* Report any concerns or complex issues to John Paul Centre Manager.
* To run Homework Club Monday – Thursday until 4.30pm.
* Carry out duties in unstructured time as required.

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*