

Capel Manor College

Mentor, Wellbeing and Enrichment Officer

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Mentor, Wellbeing and Enrichment Officer
Scale	Business and Learning Support
Grade	Scale 5 points 19-22
Responsible to	Wellbeing and Support Manager
Location	Gunnersbury Park
Contract	Full-time, Permanent, Term time only

Key Responsibilities:

The key responsibility of the Mentor, Wellbeing and Enrichment Officer is to undertake initial assessments of therapeutic needs, providing therapeutic support, coaching and/or mentoring students and providing personal tutorship as required.

Responsibilities:

1. Assess individual student need and suggest support plans and strategies to tutors, monitor and evaluate the support for students with emotional and behavioral difficulties
2. Engage with identified students for 1:1 support when deemed necessary or when requested by identified staff members
3. Add value to the work in Vocational Schools by reviewing support plans for individual students or carrying out group workshops where appropriate
4. Support tutors and students to explore, address and understand behavioral issues, which in some cases may include support at disciplinary meetings
5. Seek counselling supervision fortnightly with a qualified supervisor
6. Conducting all therapeutic interactions in an ethical manner and according to regulations and therapeutic framework from BACP or a similar professional body
7. Act as one of the two Safeguarding Officers for Gunnersbury Park
8. Attend Safeguarding meetings and work as part of the cross-college Safeguarding Team
9. Assist in the delivery of Safeguarding related sessions over the academic year – for example drugs and sexual health
10. Verification of the Safeguarding qualification in Gunnersbury Park

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Accredited Counsellor Qualification, Advanced Diploma or equivalent
- Membership with the BACP, UKCP or BABCP or equivalent and significant supervised post-qualifying experience
- Training in a short term therapeutic approach such as Brief Interventions, Solution Focussed Therapy, and CBT, etc.
- Evidence of continuous professional development
- Cert/Dip related to working with young people would be desirable

Experience

- Experience of working with young people with different learning needs and/or with Learning Difficulties and Disabilities
- Experience of working with young people or adults experiencing mental health difficulties
- Experience of devising support plans and associated documents for students with additional learning requirements
- Experience working with clients from a wide range of ethnicities, nationalities and religious backgrounds
- Experience of working in an educational environment
- Experience of working in partnership with tutors, external educational establishments, family members and support workers
- Knowledge of various mental health condition and the experience of group work and facilitating psycho-educational groups
- Experience of working in a multidisciplinary team

Skills, Abilities and Knowledge

- Exceptional Personal communication skill and the ability to liaise and negotiate effectively with others
- The ability to develop positive working relationships with individuals at all levels
- Sound administrative skills
- The ability to assess, suggest support plans and strategies to tutors, monitor and evaluate the support for students with emotional and behavioural difficulties.
- The ability to communicate effectively orally and in writing.
- Effective organisation skills and ability to work on own initiative and as part of a team

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required