

Wellbeing Mentor

Department: Student Journey – Additional Learning Support

Reports To: Learning Support Manager

Job Purpose:

To provide 1:1 mentoring support for students who experience mental ill health to help students build resilience and/or access professional medical support interventions. The job will involve collaborative work with a range of College support teams to keep students engaged with their learning. The job role offers the opportunity to be involved in health promotion activities that help to reduce mental health stigma and promote positive wellbeing for our College community.

Key Responsibilities:

1. Manage a caseload of learners to provide 1:1 mentoring support for students who experience a wide range of short and long-term emotional and mental health difficulties.
2. Provide advice and information to students on daily living, support at the College, mental health services in the Plymouth locality and self-care/awareness.
3. To work in accordance with relevant legal and ethical requirements and appropriate codes of professional conduct and practise.
4. Liaise with the relevant members of College Curriculum and Support Teams to deliver a joined-up and quality service to students with mental health conditions to help students remain engaged with their learning.
5. Where appropriate support and signpost students to self-refer to external health agencies and statutory services.
6. Undertake necessary risk assessments and liaise with the College's Health and Safety Manager and Learning Support Manager.
7. Where required to support students, implement the Fitness to Practice or Study Procedure.

8. Deliver workshops and training to inform College staff of relevant policies, reasonable adjustments and crisis management strategies including working with/referral to Student Support.
9. Facilitate activities which support Plymouth's THRIVE/5 *Ways to Well-being* framework.
10. Design and deliver workshops to students on a range of specified emotional/mental health issues, while working with other external training providers.
11. To actively promote mental health and wellbeing on campus; organise and run campaigns to raise general student awareness and understanding of common mental health conditions, including how to identify those who may be in need of support.
12. Contribute to the overall evaluation, and monitoring, of service provision to students in the area of mental health and wellbeing.
13. Maintain accurate student records and appropriate levels of confidentiality in accordance with General Data Protection Regulation.

To deliver a high quality, student focussed service, the ability to work flexible hours is required; at times, you may be required to do out of hours working and working on a Saturday.

NOTE

This role profile is intended to provide an overview of the role in the context of the ambition of City College Plymouth.

The overview of responsibilities is listed for convenience and is not in any order of priority or significance. It is agreed that the significance of different aspects of the role will vary at different times and that all accountabilities are of potentially equivalent significance.

Person Specification

Post: Wellbeing Mentor		Essential	Desirable
	Qualifications:		
1	A relevant degree or appropriate professional qualification		✓
2	Minimum of Level 2 English and Maths (GCSE grade A-C/4-9 equivalent)	✓	
3	Current Mental Health First Aid course completion (or willingness to work towards)	✓	
4	Risk Assessment Assessor		✓
	Knowledge & Experience:		
5	Knowledge and experience of working in an educational environment (FE/HE)	✓	
6	Experience of working with external partners to support clients	✓	
7	Knowledge of primary and secondary care and relevant agencies	✓	
8	Ability to accurately assess, identify and minimise risks in relation to supporting students with mental health difficulties	✓	
9	Experience of Risk Assessment procedures		✓
10	Experience of offering training provision linked to coping with stress/anxiety/depression and a range of health and wellbeing areas		✓
11	Ability to manage challenging/stressful situations effectively		✓
12	Experience in providing support, information, and guidance to groups		✓
	Skills & Personal Qualities:		
13	The ability to prioritise and work flexibly to deadlines be IT literate and committed to collaborative working.	✓	
14	A professional approach with a strong commitment to supporting students within the bounds of confidentiality, good record keeping and data protection.	✓	
15	Excellent interpersonal, verbal and written skills and a proven ability to work independently and as a member of a team	✓	
16	A commitment to high customer service standards	✓	
17	Effective problem-solving approach to issues	✓	
	Circumstances:		
18	The flexibility to work occasional evenings and weekends as required	✓	

Role Context

City College Plymouth expects staff to:

- Work within the context of the College's core values, code of conduct, quality requirements and ethos of continuous improvements.
- Undertake their duties in accordance with College policies and procedures, particularly with respect to:
 - Safeguarding Children and Safer Recruitment in Education, including Prevent;
 - Human Resources policies and procedures;
 - Health and Safety policies and procedures;
 - Equality, Diversity and inclusion policies and procedures;
 - The College's policy on the confidentiality of data stored electronically, and by other means, in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Undertake such other duties commensurate with the grade of the post as may be reasonably be required
- You may be required to be trained to administer First Aid.

This Job Description is current at the date shown. It is liable to variation by management, in consultation with you, to reflect or anticipate change in, or to, the job.

Other supporting information can be found on the College's website.

Additional Information

Hours of Work	:	Part-time, 24 hrs per week, 38 wks. per year. Permanent
Salary Range	:	£9,530-£9,584 per annum (pro rata of £17,147-£17,244)
Salary Scale	:	Business Support Scale 2
Closing Date	:	Midnight on Tuesday 13 April 2021