



Person Specification

Wellbeing Support Assistant

Job Title:	Wellbeing Support Assistant
Responsible to:	Associate Assistant Headteacher – Inclusion - Line Manager Assistant SENCo - Operational
Contracted Hours/Week:	35 hours per week Monday – Friday 8.00am to 3.30pm
Contracted Weeks/Year:	39 weeks (term time only)

Main Job purpose:	<p>To manage and co-ordinate a caseload of students who maybe experiencing barriers to their learning, behaviour and/or attendance</p> <p>To provide one to one and small group support for students to develop self-esteem, social skills, resilience and positive mental health and wellbeing</p> <p>To develop and organise programmes of support for students so that they can access their lessons and make good progress.</p> <p>To liaise with the Pastoral Team and teaching staff as appropriate.</p> <p>To be a tutor for Year 10 or Year 11 nurture tutor group</p>
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Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	• Education to GCSE level, grade C or above in English and Maths or equivalent	Essential	Documentary evidence Application Form
	• Previous relevant experience	Essential	
	• Experience of working with young people	Essential	
Skills, Knowledge and Understanding	• Self-confident and diplomatic with an ability to successfully engage with students	Essential	Application Form References Interview
	• High level of emotional intelligence enabling student centred support and an excellent working relationship with all colleagues	Essential	
	• The ability to work well both as part of a team and individually	Essential	
	• The ability to cope well under pressure and be efficient at multitasking; showing patience and empathy	Essential	
	• The ability to identify student behaviour patterns and escalate as necessary	Essential	
	• Good working knowledge of Microsoft Office: Word, Excel and Outlook	Essential	
	• The ability to learn and understand the use of SIMS database	Essential	
	• Good communication and listening skills	Essential	

	<ul style="list-style-type: none"> • Good organisational skills, time management and prioritisation skills 	Essential	
	<ul style="list-style-type: none"> • Ability to follow instructions 	Essential	

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Personal and Professional Qualities	<ul style="list-style-type: none"> • Confidence to work alone and use own initiative. 	Essential	Application Form References Interview
	<ul style="list-style-type: none"> • Integrity and the ability to deal with and handle confidential information securely and with discretion 	Essential	
	<ul style="list-style-type: none"> • To be a role model for students through support, resilience, liaison and personal impact 	Essential	
	<ul style="list-style-type: none"> • A flexible approach and the ability to be reactive - to be able to cope with interruptions and respond to the needs of students in a firm and consistent manner 	Essential	
	<ul style="list-style-type: none"> • A willingness to learn new skills and undertake relevant training opportunities eg; ELSA 	Essential	
Safeguarding	<ul style="list-style-type: none"> • Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided) 	Desirable	Reference Interview
	<ul style="list-style-type: none"> • Safeguarding Level 3 qualification (training will be provided) 	Desirable	
	<ul style="list-style-type: none"> • Ability to maintain appropriate relationships and personal boundaries with students 	Essential	
Other	<ul style="list-style-type: none"> • Eligibility to work in the UK 	Essential	Application Form Interview
	<ul style="list-style-type: none"> • Appointment subject to enhanced DBS and validated references 	Essential	