



## **JOB DESCRIPTION**

### **Wellbeing Officer**

#### **General**

- To support the aims, values and ethos of the School and to contribute to the implementation of the School's Mission Statement.
- Within the aims, values and ethos of the School, to establish the aims and objectives of the St Luke's Wellbeing Room and to set targets which lead to the achievement of those aims.
- To be accountable to the Deputy Head – Pastoral and to perform such duties as they may reasonably direct.
- To contribute significantly to the health and wellbeing of the Farnborough Hill community by supporting the pupils' emotional wellbeing and providing interventions where appropriate.

#### **Specific Duties**

- To have oversight of pupils who have high social, emotional and mental health (SEMH) needs.
- To promote positive mental health and resilience at the School.
- To plan and implement interventions with individual pupils, including ELSA work, and to review and evaluate their effectiveness.
- To facilitate targeted ELSA 1:1 and group work with pupils to provide support and strategies for improvement of emotional health, as well as attendance or other pastoral issues, by means of discussion and targeted work. This will include individual or group mentoring, implementation of school strategies and monitoring progress via Pastoral Support Plans.
- To provide reactive support to the pastoral team, working with pupils who have exited lessons due to emotional health difficulties and to work to get them back into class as soon as possible.
- To be responsible for dealing with issues of attendance for certain pupils, by investigating and resolving pastoral incidents such as lateness, poor attendance and Emotional Based School Avoidance (ESBA).
- To make recommendations to the Deputy Head – Pastoral relating to inclusion and other pastoral support.
- To recognise and escalate safeguarding concerns in line with the School's procedures.
- To support the whole school wellbeing strategy, including providing staff training, PSHEE sessions and workshops on drop-down PSHEE Days as appropriate.
- To liaise, communicate with and manage interactions with key staff such as Heads and Assistant Heads of Year, the School Nurses, the Assistant Head – Pastoral and Operations and the Head of Learning Support, and to communicate outcomes to others as appropriate.
- To coordinate the implementation of Pastoral Support Plans for identified pupils.
- To establish and maintain positive relationships and engagement with parents.
- To attend meetings with parents and/or outside agencies where appropriate.
- To assist with welfare check home visits (if required).
- To ensure the effective running of the St Luke's Wellbeing Room.
- To keep and maintain accurate records documenting the ongoing support, management and progress of pupils being supported, and to supervise and manage confidential case files including intervention logs and CPOMS entries.
- In the case of pupils already supported by the Wellbeing Officer, to support the Deputy Head – Pastoral in making referrals to outside agencies such as Child and Adolescent Mental Health Services (CAMHS) or Mindworks.
- Where appropriate, to provide training and guidance to staff about external agencies.