



## WELL-BEING PRACTITIONER

### JOB DESCRIPTION

The St Mary's School campus is home to St Mary's Calne, St Margaret's Preparatory School and the St Mary's School Sports Centre. Both schools are recognised leaders in the field independent education, and the Sport Centre is open to students, staff and the wider community on a membership basis.

**Position:** Wellbeing Practitioner

**Salary Range:** £28,000 – £33,500 FTE

**Normal Hours:** Set Contracted Hours:  
During term time weeks. Flexible, part time, up to 50 hours per week available for multiple candidates. Hours are likely to include evenings and weekends to support boarding students. \*

Zero Hours Contract:

Working as and when required on zero hours basis, paid in arrears by hourly rate (£13.50 - £16.14 per hour plus holiday pay) \*\*

**Pension:** Scottish Widows scheme with generous employer contributions.

**Holidays:** \* 5 weeks paid holiday calculated as part of annual salary (calculated and paid over 12 equal payments throughout the year). Term time staff work 35 full weeks per year and should not take holiday in term time.

\*\* Holiday pay paid on top of hourly rate if working on zero hours basis.

**Line Manager:** Deputy Head Pastoral

**Closing Date:** 0900 Wednesday 1<sup>st</sup> June 2022

## The School: Its Ethos and Aims

St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.

Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (students and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.

## Responsibilities

### Pre-enrolment and enrolment

To work alongside the Admissions and Pastoral Team to support the transition of pupils into the school and new boarding houses including supporting the development of transition and induction programmes and support at school events such as interview evenings and welcome days

### Wellbeing and Mental Health Support

- To support the Wellbeing and Pastoral Teams with the day-to-day pupil mental health and wellbeing concerns
- To develop a service for young people aged 11 to 18 years that offers a range of preventative and supportive opportunities accessible to all pupils alongside our School Counselling to support positive emotional wellbeing.
- Work in conjunction with the Deputy Head (Pastoral) and the Wellbeing and Pastoral Team to develop a whole school Wellbeing Strategy
- Provide evidence-based interventions for students to improve their emotional health and wellbeing, and encourage students to access them
- Plan and deliver group sessions on agreed topics related to wellbeing and positive mental health (e.g. mindfulness, resilience, anxiety management).
- Facilitate one-off drop-in sessions for individual pupils
- Support pupils in managing an effective transfer into St Mary's and support the reintegration of those who have been absent with mental health issues alongside the Safeguarding, Wellbeing and Pastoral Teams
- Promote healthy lifestyles and positive mental health and wellbeing

- To liaise with the Head of the PSHE and pastoral teams, participating in the delivery of this when needed as well as the delivery of wellbeing talks in Chapel and other group settings, i.e. parental meetings.
- Liaise with the school Safeguarding Team where other agencies might need to be involved
- Organise events for parents aimed at improving their ability and confidence to give young people support and direction to build resilience
- Establish constructive relationships with parents, exchanging information (following the school's policies and procedures), facilitating their support for their child's positive wellbeing and mental health
- Support in securing strong communication between home and school regarding vulnerable pupils as directed by the Deputy Head Pastoral
- Arrange and deliver relevant training for staff and older pupils as appropriate
- Arrange for monitoring and evaluation of activities, ensuring that pupil voice is sought and heard; amend plans on the basis of evidence available; provide written assessments of impact as required
- Establish and regularly update a dynamic wellbeing page on the school's website, coupled with an online presence via blogs and social media sites
- Contribute to Pastoral Team meetings and share learning and innovative practice
- Maintain up to date knowledge of local and national provision for Mental Health, and of research, policy and practice in relation to young people's emotional health and wellbeing.
- Work within agreed frameworks regarding safeguarding, confidentiality and professional practice

#### Other specific duties

- To report caseload and take part in reviews to the Deputy Head Pastoral and the School Counsellor on a weekly basis through the Wellbeing Team
- Record and file securely all relevant notes and bring them to supervision and review meetings to aid discussions
- Undertake regular CPD to ensure kept up to date and have a full understanding of wellbeing work and initiatives
- To work alongside staff whose role it is to support pupils in distress.
- To provide information on about the support service offered, the role of the Wellbeing Team and the boundaries of confidentiality to pupils, staff and parents.
- To perform duties within the codes of practice and ethics recommended by relevant professional bodies
- A willingness to work outside of the school day to provide flexible support and ways of working in a full boarding school environment

#### Safeguarding Duties and Responsibilities

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following is expected of all staff:

- to uphold the School's policies relating to safeguarding & child protection, behaviour, Health & Safety and all other relevant policies
- to promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with

- to ensure full compliance with all statutory regulations, in particular Keeping Children Safe in Education 2020, communicating concerns to the Designated Safeguarding Lead, other relevant staff or local Children’s Services as appropriate.

### Person Specification Essential Criteria

Criterion	Essential	Desirable
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Approved certification in coaching, mentoring and counselling</li> <li>• Further therapeutic training and qualification in working with adolescents</li> </ul>	BACP Accreditation, UKCP registration or BPC in counselling or other therapy
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• An understanding of the developmental, emotional, social and educational issues of children and young people</li> <li>• Knowledge of local and national mental health provision</li> <li>• Knowledge of the Children’s Act and legislation pertaining to children</li> <li>• Experience of work with young people</li> <li>• An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds</li> <li>• Understanding of aspects/influences of health and wellbeing</li> <li>• Working knowledge of legislation about data protection</li> </ul>	Recent proven successful experience working in a secondary school setting or other youth provision
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent oral, written and listening skills for a range of audiences, especially young people</li> <li>• Ability to build rapport and trust with young people as a respected champion and practitioner of positive wellbeing and mental health</li> <li>• Inspire and support others to put their health and wellbeing back on track and make changes</li> <li>• Understanding of the triggers, causes and presentation of mental health difficulties and an ability to manage them</li> <li>• Ability to model appropriate behaviours to both colleagues and pupils</li> <li>• Patience, tolerance, and sensitivity; mature and non-judgmental outlook</li> <li>• Ability to work independently and as part of a team</li> <li>• Enthusiasm and resilience</li> <li>• Ability to set and maintain clear and appropriate boundaries</li> <li>• Commitment to maintaining confidentiality</li> </ul>	<p>Proven recent success in planning and delivering workshops and group programmes for young people on relevant mental health and wellbeing topics</p> <p>Proven success in working with individuals and their families to support their wellbeing and mental health.</p>

## Benefits of working at St Mary's Calne

St Mary's Calne is set in its own attractive grounds within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.

Sharing a site with St Margaret's preparatory School (a day school for boys and girls from 3-11 years), we offer a friendly and homely working environment.

Membership to the Health Assured Employee Assistance Programme.

Discounted membership of the on-site Sports Centre.

Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.

Complimentary meals in the Dining Hall during term time.

Free on-site parking.

## How To Apply:

Further information about the school may be viewed on the website: [www.stmaryscalne.org](http://www.stmaryscalne.org)

An application form may be downloaded from the website or can be sent on request. Please contact:

Alex Stroud, HR Manager, St Mary's School, Calne, SN11 0DF  
T: 01249 857300  
E: [recruitment@stmaryscalne.org](mailto:recruitment@stmaryscalne.org)

A fully completed application form, together with a covering letter, should be sent by email above.

Email is very much our preferred method of receiving applications and receipt of an application will be acknowledged as soon as possible.

**Closing date for applications: 0900 Wednesday 1<sup>st</sup> June 2022**

**St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an enhanced DBS check.** All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are appended as the final page of this document.

## Extract from St Mary's School Child Protection Policy

### **St Mary's Calne fully recognises its responsibilities for Child Protection.**

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2021. Our policy takes full regard to Working Together to Safeguard Children 2018 (WT), What to do if you are Worried a Child is Being Abused (2015) and the National Minimum Boarding Standards (2015).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

### **What is safeguarding?**

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

### **Staff:**

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

### **What is child protection?**

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

October 2021