

Job Description

Job Title: Resilience and Wellbeing Mentor

Reports to: TBC

Grade Band E0085

Location: Havering

Purpose: This role will provide mentoring to young people ensuring they make a successful transition from year 6 to 7 and year 11 – 12. Holding a caseload of young people, liaising with primary, secondary and post 16 education providers including referral to in project counselling support where required. The role will also support peer mentors recruited and trained to support young people within educational establishments.

Adapt Belong Achieve (ABA)

Shaw Trust will deliver a tiered mentoring programme, using Peer Mentors, Wellbeing and Resilience Mentors and counselling support to young people over 2 years in Havering at key transition periods (years 6-7/11-12). Learners may have additional barriers including being at risk/excluded from education/alternative education/ having SEND/have a social worker/ being a young carer/from low-income family. We will evaluate the impact of a tiered mentoring programme on initial transition/ongoing challenges in learning settings.

Main Duties and Responsibilities

1. Work as a Resilience and Wellbeing Mentor delivering the ABA programme in Havering
2. Provide mentoring support to a caseload of young people to include initial and ongoing assessment of their resilience
3. Develop supportive relationships with young people across educational transition periods.
4. In agreement with Schools / Colleges refer young people into appropriate provision for additional support including counselling
5. Provide practical support to young people on their case load that supports them to make effective transitions
6. Support the recruitment, training and ongoing support of peer mentors.

7. Maintain computer and manual record systems as required to include narrative reports, performance against target and case studies of young people on your caseload.
8. Actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
9. Be fully conversant with safeguarding and child protection.
10. Any other duties appropriate to the level of the post.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.

9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p>Person Specification</p> <p>Job Title: Resilience and Wellbeing Coach</p> <p>(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Qualified or a willingness to work towards Level 5 in Coaching and Mentoring or equivalent (E) • Qualified in or a willingness to work towards a short qualification in wellbeing coaching (E) • Demonstrable evidence of Continuing Professional Development (E)
<p>Experience</p> <ul style="list-style-type: none"> • Experience of carrying out assessments of young people's needs and developing programmes of support tailored to meet them (E) • Experience of working with young people in formal or informal settings. (E) • Demonstrable experience of successfully working to targets (D)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Ability to establish and maintain relationships with a variety of people at different levels within organisations (E) • High level of self-motivation and an ability to monitor own work and performance (E) • Ability to make use of the company's computerised systems and maintain accurate paper records (E) • Excellent IT skills, including familiarity with Microsoft Office software and previous experience of working with databases. (E) • Excellent verbal and written skills and ability to communicate concisely and effectively (E) • Understanding of data protection and information security (E)

Personal qualities, communicating and relating to others

- Excellent interpersonal and communication skills (E)
- Ability to use initiative when required and take a problem solving approach to work tasks (E)
- Ability to work well as part of a team and independently when required (E)

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at Enhanced level (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity (E)