###### groundwork logo green on whiteGroundwork London Job Description

Education Wellbeing Programme Manager

**Responsible to:** Whole School Approach Lead (Line Manager)

**Responsible for:**  School Engagement Team (SET) Wellbeing Coaches and Under 11s Therapeutic services

Location: Schools across London Borough of Southwark and The Nest’s hub in Peckham

# Job Background

# We are looking for a skilled and organised manager to lead our Wellbeing Services and Under 11’s therapeutic interventions across Southwark Schools. The role involves managing a team of Wellbeing Coaches and qualified therapeutic practitioners to deliver a variety of mental health initiatives to children and young people, parents/carers and teachers. The post holder will have experience and a proven track record of working with young people, or in the mental health sector e.g. youth practitioners, teachers, mental health support workers and therapists/counsellors in training,

The role will operate from the Nest, Groundwork London’s mental health support service, specifically designed for young people aged 0 to 25 living in the London Borough of Southwark and involves managing two teams: The School Engagement Team (SET) and an Under 11 Therapeutic team. Both teams deliver bespoke interventions around various topics relating to mental health and wellbeing.

The School Engagement Team (SET) focuses on key areas:

* **Awareness raising:** the team run class workshops and assemblies for students to signpost them to The Nest, as well as educate them on topics relating the mental health. Wellbeing workshops and psychoeducation training sessions are also delivered to school staff and parents/carers.
* **Exclusions:** overseeing the team to deliver targeted 1:1 sessions for children and young people identified as being at risk of school refusal or exclusion.
* **Transitions:** the team run class workshops in schools to prepare CYP (Children and Young People) for change and transitions. Facilitating targeted workshops with small groups of children identified as needing additional support as they start year 7 and prepare to leave secondary school.

Under 11 Therapeutic Services focus on keys areas:

* To support young people with their Social, Emotional and Mental Health (SEMH) needs through targeted group and 1:1 support.
* Hold a caseload of service users and support them to access the programme and other services that will be of help to them.
* Support with the monitoring and evaluation of the project through case notes and supervision.

You will maintain and enhance the work of both teams by managing established relationships with schools and a variety of community partners, while also expanding the portfolio of work and identifying new opportunities with schools and stakeholders. Additionally, you will seek to develop partnerships with schools. As part of this role, you will manage a team of staff, provide frontline support, ensure targets are met, focusing on evidencing the impact of the of the work all while delivering an outstanding service to schools in Southwark

# Main Objectives:

* Develop and manage relationships with teachers and other appropriate staff members across Southwark to ensure the successful engagement of schools in early intervention mental health support for pupils.
* Effectively manage a team of diverse wellbeing and therapeutic practitioners to ensure that targets are met, and the highest quality of service is delivered.
* Oversee the creation of resources that will be used to support the delivery of the School Engagement Team programme.
* Quality assure service delivery by providing frontline support.

# Key Tasks and Responsibilities:

**Leadership and management:**

* Work closely with Whole School Approach Lead and co-ordinator to ensure there is a comprehensive offer across Groundwork’s mental health support services in Southwark.
* Run regular team meetings and 1:1 case supervision sessions for Wellbeing Coaches and Under 11s Creative Therapists, to support their wellbeing and ensure best possible outcomes are achieved.
* Plan School Engagement calendar. Liaising with each school to assess their needs, creating bespoke plan for the school, booking in appropriate interventions and allocating staff to deliver them.
* Act as a DSL (Designated Safeguard Lead) on the Safeguarding Duty Rota for The Nest. Appropriately deal with any safeguarding concerns, adhering to the procedures of Groundwork London and thoroughly recording any concerns/incidents on Salesforce.
* Recruit, organise and manage volunteers who work alongside the team to support the planning and delivery of SET interventions.
* Build and maintain excellent relationships and communication with stakeholders and partners such as schools, Family Early Help, Youth Offending Services and Social Services.
* Build partnerships with other organisations in the local community so that School Engagement can work with outside of term time.
* Involvement in systematic conversations around Southwark schools’ mental health approach and discussions around provision mapping to work towards all schools across Southwark have a mental health intervention.
* Deliver verbal and written reports to funders with concise, up to date information and any action planning to meet the needs of our clients, the funder and benefit of the programme. Including detailed Impact Assessment Reports when requested.
* Ensure all records created by staff are done so in a timely manner, kept in line with noting standards and uploaded onto Salesforce, always ensuring the safety and security of the Personal and Sensitive Personal Data of the clients and other records. Collect data using surveys, reports and case studies for monitoring and evaluation purposes and to lead self-improvement and action planning as needed.

**Programme Delivery:**

* Educate and empower children, young people and their families to make informed choices about their wellbeing.
* Make outward referrals should a child or young person need more intensive and/or specialist support than The Nest is able to provide.
* Oversee the Exclusion Prevention Offer, by managing referrals, allocating CYP (Children and Young People) to suitable Wellbeing Coach and supporting them to deliver these interventions, as well as holding a caseload of vulnerable CYP.
* Develop and maintain a thorough ‘local knowledge’ of the borough and its services and facilities, particularly in relation to mental health issues.
* Ensure adherence across the team to Groundwork London’s policies and procedures including confidentiality, safeguarding and the management and sharing of data under the GDPR regulations and of the Data Protection Act 2018.
* Where appropriate, work with the families and carers of children and young people to help them support their child/young person to manage their mental wellbeing, including the planning and delivery of interventions for parents and carers.
* Raise the profile of the service amongst students, appropriate school staff and other professionals from across Southwark through school based worked that will generate referrals to The Nest.
* Organise and run additional provisions during the school holidays to engage vulnerable CYP in supportive and preventative interventions to encourage school attendance.
* Run pop up events across the borough and work in collaboration with children, young people, families and community stakeholders to increase service accessibility.
* Where appropriate, attend “Team Around the School” Meetings with Family Early Help (FEH) to ensure mental health needs of a school are being met by Groundwork provisions.
* Collect feedback from service users to provide real-time information on service performance that will be used to inform, and where necessary, improve service delivery.
* Work flexibly on evenings and weekends to ensure full and supportive delivery of the programme.

**Other Responsibilities**

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Line Manager.
* Work with due regard for Groundwork’s core values and objectives.
* Ensure the effective implementation of and adherence to the Trust’s Diversity, Equal Opportunities, Health and Safety, and Data Security and Protection policies and procedures and reporting lines in the event of any concerns.
* All Staff, the Board and Volunteers will actively support in their daily operations and duties Groundwork London’s Environmental Management System (EMS).

# Personal and Professional Development

* Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and direct line staff.
* Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met.
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust’s training and development programme.

**January 2025**

**1238/EWPM**

**Person Specification – Education Wellbeing Programme Manager**

**Note to Applicant:** When completing your application form, you should demonstrate/evidence of your experience, knowledge, skills & education in your application based on these criteria for the post. The grid also show at which stage of application and interview these are scored.

| **Criteria** | | **Essential or Desirable** | **Application form** | **Interview** | **Task or**  **Portfolio** | **Certificates or Qualifications** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Qualified in a relevant profession: e.g. coaching, teaching, psychotherapy, counselling, art psychotherapy, CWP, etc. | **D** | **✓** |  |  | **✓** |
| 2 | Current registration or accreditation with relevant professional body, such as QTS, UKCP, BACP, BABCP, HCPC, NMC | **D** | **✓** | **✓** |  | **✓** |
| 3 | Experience of managing a team of diverse practitioners | **D** | **✓** | **✓** |  |  |
| 4 | Experience of working with children, young people and families | **E** | **✓** | **✓** |  |  |
| 5 | Experience of being based in schools to deliver mental health and wellbeing interventions | **E** | **✓** | **✓** |  |  |
| 6 | Knowledge of the exclusion process and experience of working with young people at risk of exclusions, as well as their families | **D** | **✓** | **✓** |  |  |
| 7 | Demonstrate a thorough knowledge, understanding and use of evidence based therapeutic and mental health and wellbeing interventions | **E** | **✓** | **✓** |  |  |
| 8 | Knowledge and understanding of the barriers and challenges facing children and young people seeking support for their mental wellbeing | **E** | **✓** | **✓** |  |  |
| 9 | Ability to form close and effective relationships with children, young people and their families from a wide range of backgrounds | **E** | **✓** | **✓** |  |  |
| 10 | Ability to develop young people, broaden horizons and support them to take advantage of opportunities whilst overcoming barriers | **E** | **✓** | **✓** |  |  |
| 11 | Ability to undertake initial assessments and design action plans in collaboration with service users | **E** | **✓** | **✓** |  |  |
| 12 | Experience of working collaboratively and collecting feedback from children and young people to shape service delivery | **E** | **✓** | **✓** |  |  |
| 13 | Working knowledge of Safeguarding, the ability to follow procedures, and develop and work within a culture of safe practice | **E** | **✓** | **✓** |  |  |
| 14 | Ability to follow Policies and Procedures in relation to Data Protection and Security, and Protection of Personal and Sensitive Personal Data | **E** | **✓** | **✓** |  |  |
| 15 | Ability to plan and manage a complex work programme, prioritise tasks and deliver results on time | **E** | **✓** | **✓** |  |  |
| 16 | Ability to manage and lead a team of diverse practitioners | **E** | **✓** | **✓** |  |  |
| 17 | Ability to use MS Corporate Software applications, particularly MS Office, MS Word, MS Excel and MS Outlook Email | **E** | **✓** | **✓** |  |  |
| 18 | Ability to keep accurate records including service user development logs and use recorded data for evaluation and monitoring | **E** | **✓** |  |  |  |
| 19 | Willingness to be flexible in work patterns and to fulfil regular evening and weekend duties | **E** | **✓** |  |  |  |
| 20 | Commitment to Groundwork London’s Equity and diversity, in practice in the workplace and across communities | **E** | **✓** |  |  |  |

**Appointment to this role is subject to an Enhanced DBS through the Disclosure and Barring service**