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###### Groundwork London Job Description

Job Title: School Engagement Team Wellbeing Coach

**Responsible to:** School Engagement Team Manager (Line Manager)

Location: Primary & secondary schools across the London Borough of Southwark and The Nest’s hub in Peckham

# Job Background:

The Nest, Groundwork London’s early intervention service for the mental wellbeing of children and young people across Southwark, launched its School Engagement Team in 2021. Since then, the team has worked with primary, secondary and specialist schools across Southwark, delivering interventions around various topics relating to mental health.

We are looking for those with experience working with young people or in the mental health sector, e.g. youth practitioners, mental health support workers and therapists/counsellors in training, to join our School Engagement Team and help them continue to deliver mental health support across schools in Southwark.

The School Engagement Team focus on three key areas:

* **Awareness raising:** running class workshops and assemblies for students to signpost them to The Nest and other services available to them in Southwark, as well as educate them on topics relating the mental health. Wellbeing workshops and training sessions are also delivered to school staff and parents/carers.
* **Exclusions:** delivering targeted 1-2-1 sessions for children and young people identified as being at risk of school refusal or exclusion.
* **Transitions:** running class workshops in schools to prepare CYP 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.

Key to this role will be the ability to engage young people, knowledge of mental health and ability to work as part of a small team to deliver an outstanding service to students and school staff in Southwark.

# Main Objectives

* Plan and deliver universal assemblies and workshops at schools across Southwark.
* Plan and deliver training for appropriate school staff in response to mental health concern trends that are emerging amongst pupils.
* Plan and deliver wellbeing sessions and educational workshops for parents and carers.
* Work closely with schools to help them identify young people at risk of exclusions and provide support for them and their families.
* Facilitate group workshops for students struggling with the transition to secondary school/out of secondary school.
* Provide signposting and referrals to appropriate services for children and young people if their needs are beyond the remit or scope of support provided by The Nest.

# Key Tasks and Responsibilities

* Manage a caseload of children/young people deemed as at risk of emotionally based school avoidance or exclusion, and deliver 1-2-1 support sessions in school.
* Support and empower children, young people and their families to make informed choices about their wellbeing.
* Use a mentoring/coaching approach to engage with CYP that may be hard to reach, such as those with emotionally based school avoidance or at risk of exclusion.
* Engage with CYP with additional needs, including emotional/social needs in PRUs and children with ASD/ADHD in specialist schools.
* Develop and maintain a thorough ‘local knowledge’ of the borough and its services and facilities, particularly in relation to mental health issues.
* Where appropriate, work closely with the families and carers of children and young people to help them support their child/young person to manage their mental wellbeing.
* 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.
* Run pop up events across the borough and work in collaboration with children, young people, families and community stakeholders to increase service accessibility.
* 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.
* Ensure all records are created in a timely manner, kept in line with noting standards and uploaded onto Salesforce, ensuring at all times the safety and security of the Personal and Sensitive Personal Data and the records of clients.
* Appropriately deal with any safeguarding concerns, adhering to the procedures of the school and Groundwork London, reporting to DSL/Line Manager and thoroughly recording any concerns/incidents on salesforce.
* Collect data using surveys, reports and case studies for monitoring and evaluation purposes.
* Adhere to Groundwork London’s policies and procedures on confidentiality, safeguarding and the management and sharing of information and data under the regulations of the Data Protection Act 2018.
* 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 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.
* 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.

**Date:** **March 2025**

**Person Specification – Wellbeing Coach**

**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 shows at which stage of application and interview these are scored.

| **Criteria** | **Essential or Desirable** | **Application form** | **Interview Exercise** | **Certificates or Qualifications** |
| --- | --- | --- | --- | --- |
| 1 | Experience of working with children, young people and their parents or carers | **E** | **✓** | **✓** |  |
| 2 | Experience and/or training in a relevant profession: e.g. psychotherapy, counselling, youth work, mental health support. | **D** | **✓** | **✓** |  |
| 3 | Experience of working within the field of mental health | **E** | **✓** | **✓** |  |
| 4 | Experience of being based in schools to deliver 1-2-1 or group interventions | **D** | **✓** | **✓** |  |
| 5 | Experience of planning and delivering activities to young people | **E** | **✓** |  |  |
| 6 | An ability to work in education settings and with multiagency partners | **E** | **✓** | **✓** |  |
| 7 | Knowledge and understanding of the barriers and challenges facing children and young people seeking support for their mental wellbeing | **E** | **✓** | **✓** |  |
| 8 | Ability to form close and effective relationships with children, young people and their families from a diverse range of backgrounds | **E** | **✓** | **✓** |  |
| 9 | Ability to facilitate and deliver workshops to large groups of people  | **E** | **✓** | **✓** |  |
| 10 | Knowledge and understanding of the importance of risk management and safety planning  | **E** | **✓** | **✓** |  |
| 11 | Experience of working collaboratively, by collecting feedback from children and young people to shape service delivery  | **D** | **✓** | **✓** |  |
| 12 | Working knowledge of Safeguarding, the ability to follow procedure and development of a culture of safe practice procedures | **E** | **✓** | **✓** |  |
| 13 | Ability to follow policies and procedures in relation to Data Protection and Security, of personal and sensitive data | **E** | **✓** | **✓** |  |
| 14 | Ability to use MS Corporate Software applications, particularly MS Office, MS Word, MS Excel and MS Outlook Email | **E** | **✓** | **✓** |  |
| 15 | Ability to keep accurate records including service user development logs and use data recorded for evaluation and monitoring | **E** | **✓** |  |  |
| 16 | Willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties | **D** | **✓** |  |  |
| 17 | Commitment to Groundwork London’s Equity, Diversity and inclusion in practice in the workplace and across communities | **E** | **✓** | **✓** |  |
| 18 | Ability to work Flexibly to meet the remote and travel requirements of the role  | **E** | **✓** | **✓** |  |

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