

Job Description

Job Title: Learning and Wellbeing Mentor (Lead Role)

Grade: Scale 6

Overall purpose of the job

Postholders in this role will principally be delivering creative learning, wellbeing and health activities, assisting with specific projects, inclusion work, and collaborations with individuals to help them progress towards their creative or wellbeing goals.

To contribute knowledge within their specialism to colleagues developing the creative or therapy/wellbeing programmes. This specialist area will be identified as their Lead Role and they will work with their supervisors to determine the activities that need to be organised and the requirements for them to be successful and undertake necessary tasks.

In addition to this they will have a target level of delivery to generate income or deliver funded activities.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	Deliver directed work within the collaboration programmes to high standards of pedagogy or therapeutic approaches, assessing needs and objectives with settings, individuals and partners, devising appropriate provision and monitoring and evidencing progress, generating data and information as needed for the service and others. Delivering this provision will include all aspects of preparation, liaison, organisation of activities and record-keeping needed.
2.	Contributing ideas and knowledge within their specialist area to support collaborations and opportunities provided for children and young people.
3.	Support service ensemble and project activities to contribute to the inclusion and learning programmes and the community well-being programmes. It is expected that postholders will carry out at least 10% of their provision of activities outside of settings development at centres or other venues as part of evening, weekend or holiday programmes.
4.	To ensure own practice and CPD/supervision is up to date and meeting any national standards in specialist and general delivery areas and take responsibility for developing further skills as needed.
5.	To organise work to balance delivery and other time needed, ensuring a good work/life balance to support wellbeing and health, minimising costs (ie travel) to the service where possible.
6.	To ensure a high level of effective communication with managers and colleagues and provide reports and information in a timely manner.
7.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs and highlight safeguarding or other concerns following standard processes.
8.	Contribute to wider service development by taking an active role in strategic forums and discussions, contributing and constructively challenging where required to help shape future service operation and provision.
9.	Carry out other assigned duties to support the organisation as required.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent; including professional qualification,	Arts Education or Therapy/Wellbeing or Musical Inclusion	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Individual Progression	Specialist/technical knowledge and understanding of how to support learning or wellbeing to meet individual need in the relevant specialist area.	Essential
Quality of Delivery	Good track record of delivering and helping others to achieve consistently high standards of creativity and wellbeing planning, delivery and evaluation, responding within expected timescales to requests.	Desirable
Safeguarding	Able to demonstrate a high level of understanding with regard to the safeguarding of children and health and safety practice in education settings.	Essential
Skills		
Collaborative working	Able to consider multiple viewpoints and work within a collective decision making framework	Essential
Project coordination	Able to identify clear steps to ensure efficient and effective coordination of activities	Desirable
IT proficiency	Proficient in the use of Microsoft Office products and dedicated music packages at a personal level and in support of the team	Essential
Communication	Able to communicate effectively and appropriately in different styles and methods according to need	Essential
Responsibility	Able to take the lead and responsibility for decisions made, undertaking additional activity where required to get the job done	Essential
Individual progression delivery	Demonstrable understanding of the mechanisms to plan and support the development of children and young people in an inclusive environment.	Essential
Time management	Effective personal organisation and able to meet deadlines and administrative requirements.	Essential
Experience		

Specialist Lead knowledge	Experience of the content and approaches that supports high quality delivery within the relevant specialism	Essential
Project development	Experience of coordinating activities and small projects	Desirable
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into?	Fixed	Flexible	Field	Home
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