Unlocking potential, changing lives

Job Title	**Student Welfare Mentor - Aviation Academy**
Location	Aviation Academy – Leeds Bradford Airport
Rate of pay	Craven College Harmonised Pay Scale
Post No	B299

PURPOSE

To provide social and emotional support to students to help them to overcome barriers to their learning. You will play a crucial role in the delivery of the College's wellbeing framework, providing personalised guidance, and supporting the emotional, social, and academic success of students. This includes facilitating 1:1 sessions and group workshops, with a focus on removing barriers to learning, fostering resilience, and promoting mental health and wellbeing. To provide a safe and welcoming environment to students where they can access pastoral support and guidance.

Craven College aspires to be a leading college in digital education, and all business support staff are expected to possess the digital competencies relevant to their role. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services.

KEY RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform. These may change in the future in line with the strategic direction and development of the College.

- Provide pastoral, wellbeing and safeguarding support to students, helping them overcome barriers to learning, achieve positive outcomes and progress successfully through college.
- Manage a caseload of students, including reviewing safeguarding and mentoring referrals, assessing needs, implementing timely interventions, and signposting to appropriate internal and external support services.
- Deliver individual and group support focused on attendance, behaviour, wellbeing, personal development, resilience and engagement, working closely with parents, carers and staff where required.

- Act as a key point of contact for students, curriculum teams and external agencies, coordinating support plans, multi-agency meetings and interventions to ensure students receive the help they need.
- Support vulnerable and at-risk students, including those with SEMH needs, Looked After Children (LAC), Care Leavers and other students requiring targeted support, ensuring appropriate plans and provisions are in place.
- Promote high standards of behaviour, attendance and student engagement, implementing positive behaviour strategies and contributing to an inclusive, respectful and supportive college environment.
- Maintain accurate, confidential and up-to-date records relating to student welfare, safeguarding, interventions and support plans using college systems.
- Assist students in accessing financial support, bursaries and other practical assistance, helping to remove barriers that may impact on participation and achievement.
- Contribute to student enrichment, personal development and tutorial activities, including delivering workshops and supporting initiatives that prepare students for progression, employment and active citizenship. Being available to students over breaks and lunch times to promote inclusive activities.
- Support student transition, induction and progression, working collaboratively with curriculum, SEND and Student Services teams to ensure a positive student experience.
- Represent the college at recruitment, open events and student engagement activities, promoting college services and opportunities.
- Promote safeguarding, equality, diversity and inclusion at all times, ensuring compliance with college policies and a commitment to the welfare, health and safety of all learners.
- Any other duties commensurate with grade and status as may reasonably be requested

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

Essential Requirements

QUALIFICATIONS

- Relevant Level 3 qualification (Learning support, Counselling) or willing to work towards
- Minimum of Level 2 qualification in English and Maths
- Commitment to undertaking relevant safeguarding and wellbeing training

EXPERIENCE

- Experience of working with young people
- Experience of working in a student-centred environment
- Experience of working with multiple agencies and professionals to support positive outcomes
- An understanding of the issues facing young people and the barriers to education
- Good understanding of safeguarding in an education setting Experience of maintaining accurate, confidential records and managing sensitive information

KNOWLEDGE AND SKILLS

- Excellent team working skills and the ability to manage own workload
- A proactive, energetic student focused and results oriented approach
- Proven administrative and organisational skills
- Ability to assimilate and present full and accurate information, both written and verbal, in a clear and concise manner
- Ability to handle sensitive situations professionally, maintaining appropriate confidentiality and boundaries
- Well organised, capable of working under pressure, meeting deadlines and targets, managing caseloads

- Strong team player, committed to an ethos of continuous improvement
- The ability to develop and maintain own professional knowledge, skills and experience, including formal training
- Ability to effectively use digital tools and platforms. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services or willing to work towards.

PERSONAL ATTRIBUTES

- Flexible approach to working which includes support for Open Events and Enrolment
- A strong commitment to equality and diversity and the ability to recognise the needs of different service users

Desirable Requirements

- Level 5 qualification or equivalent in a related field (e.g., counselling, social care).
- Previous experience in a wellbeing or mental health support role within an educational setting.
- A qualification in teaching, training, or assessing, and experience in the FE sector.
- Knowledge of CPOMS, Promonitor or similar student record systems
- Experience delivering personal development, wellbeing or enrichment programmes.
- Mental Health First Aid, Safeguarding, Prevent or related specialist training

CONDITIONS

A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post.

Term-time only roles are typically student-facing, so it is not possible for you to take holidays during term-time. Holidays are deemed to be taken outside college term times. Term Time Only staff receive an additional entitlement of one week's equivalent of 'efficiency hours' to use for minor absences, for example where medical / dental appointments are necessary during term.

Payment for the holidays and leave that you are entitled to is incorporated in your annual salary, which is paid in equal instalments over 12 months.

VISION, MISSION AND VALUES

Vision: To be exceptional in everything that we do
Mission: Proudly serving our communities by delivering high quality education and training
Strapline: Unlocking potential, changing lives Unlocking potential

Values:

We are 'One College, One Team' working together in a respectful and considerate way to achieve our Vision and Mission

Our core values underpin our conduct and our decision-making

1.0 We are ambitious for our students and staff, striving for excellence in all we do
2.0 We act with integrity and build trust through respectful, consistent, transparent and ethical behaviours
3.0 We take responsibility and ownership for our actions and decisions. We hold ourselves and each other to account
4.0 We value professional curiosity and creativity seeking out new knowledge, ideas and embracing change to drive our progress

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk