

## Job Description — Staff Wellbeing Service: School Staff Wellbeing Advisor

**Reporting to:** The Staff Wellbeing Service: Programme Manager

**Contract duration: Fixed term contract until 31 March 2025.**

Education Support has a good track record of being able to extend fixed term contracts and as our work continues to expand across the UK, we will be actively exploring ways to provide longer term opportunities.

**Hours of work:** 37.5 per week excluding lunch (part-time, job-share and flexible working will be considered)

**Salary:** £38,000

**Location:** Home based (in Wales) with regional travel and travel to London expected

### Introduction to Education Support

Education Support is the only UK charity dedicated to improving the health and wellbeing of the entire education workforce. We provide programmes and services designed to improve the mental health and wellbeing of all education staff, support institutions to create mentally healthy workplaces and advocate for improvement in policy and practice. We currently deliver a range of programmes and services including:

- Support to school leaders: professional supervision and information, advice and support to schools who are looking to create mentally healthy cultures
- Our free and confidential, 24/7 helpline
- A grants programmes for those working, or retired, from the education sector who may be struggling financially
- Our confidential, 24/7 Employee Assistance Programme
- Workshops on wellbeing and resilience

One of our objectives is to be recognised as a centre for innovation; piloting, evaluating and disseminating new approaches to supporting the mental health of the education workforce. The work that we deliver in Wales plays a key role in helping achieve this objective.

### Job Purpose

With funding from Welsh Government, we deliver a programme of support to education staff in Wales. The School Wellbeing Advisor role will be delivering support to schools at a regional level and will be integral to the programmes' success.

The purpose of the role is to take the lead on providing practical information, advice and guidance to schools across a selected region in Wales, equipping those responsible for staff wellbeing to take action. You will work 1:1 with school leaders, and those responsible for staff wellbeing, as well as deliver school level and regional workshops. You will support the Schools Wellbeing Service Programme Manager to deliver on wider programme activity, to increase awareness of Education Support and ensure programme outcomes are met.

## Duties and Responsibilities

- To provide practical information, advice and guidance to schools across Wales, alongside a team of advisors to improve staff wellbeing.
- Work directly with school leaders, and those responsible for staff wellbeing, to understand their needs and tailor support to respond to those needs.
- Work closely with key stakeholders regionally to deliver support for staff wellbeing and contribute to the successful roll out of the whole school approach to emotional and mental wellbeing.
- Support the development of new information, resources and tools to improve the support being offered by the Staff Wellbeing Service.
- Develop, and deliver, workshops to schools including workshops for all staff and workshops specifically for leaders.
- Establish methods of sharing good practice between schools and encourage collaboration where needed.
- Organisation and facilitation of quarterly online networking events for school wellbeing leads.
- Work with Education Support's communications team to support ongoing communication and promotion of the support to schools in Wales.
- Work with colleagues to develop and deliver additional support, as required by this project.
- Provide regular information on progress, supporting Education Support to report progress to Welsh Government.
- Attend one to one and team meetings face to face when required.
- Update our database in line with guidance to ensure all school information is up to date on a regular basis
- Attend events to promote the Staff Wellbeing Service
- Support cross regionally as and when required
- Contribute to wider organisational work as and when required

These duties must be carried out with due regard to the Education Support's Equal Opportunities Policy, Health and Safety procedures and undertake duties in line with the Charity's and other relevant codes of practice.

## Person Specification

### Experience, skills and knowledge

Experience:

- Minimum of 1-years' experience of improving staff mental health and wellbeing.
- Delivering workshops or presentations to groups.
- Developing guidance or writing reports.

- Managing stakeholder relationships and different perspectives.
- Developing new content for specific audiences.
- Co-production and working with beneficiaries to improve services.

#### Skills:

- Strong interpersonal skills, with the ability to build lasting relationships quickly.
- Excellent verbal and written communication skills.
- Excellent listening skills
- Excellent presentation skills, with the ability to adapt presentations to meet the needs of different audiences.
- Ability to work effectively on own initiative and as part of a team of advisors.
- Ability to maintain case records for reporting purposes

#### Knowledge:

- Knowledge of workplace mental health, including the types of interventions, tools and resources organisations can use to improve staff mental health and wellbeing.
- Understanding of the current issues impacting on the mental health and wellbeing of education staff in Wales.
- Understanding of the education system in Wales.

#### Desirable

- Welsh language skills (oral and written).
- Experience of working directly with schools or other education settings.
- Experience using databases to record and report information.