# 

# Cynnydd

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# **Job Description**

# **Job Title:** Cynnydd Wellbeing Officer

**Responsible To:** Assistant Manager Wellbeing and Study Support

**Job Purpose:** To deliver and coordinate a range of wellbeing interventions and activities to promote the attainment and progression of students most at risk of becoming NEET. To create and sustain relationships with key stakeholders to engage those students who are in need of support.

## Principal Responsibilities

1. To contribute to the delivery of the NPTC Group of Colleges Student Support Strategy aims and operational objectives;
2. To work collaboratively with academic staff to increase student attendance and attainment through prevention and early intervention support activities;
3. To contribute to the collection and analysis of transition data from feeder schools to identify vulnerable students and student groups that would benefit from specialist support;
4. To work with the Assistant Manager Wellbeing and Study Support and Project Coordinator to ensure that all eligible project activity is delivered effectively;
5. To undertake an assessment of need to effectively signpost at risk students to the most appropriate form of support required;
6. To engage with a wide range of external stakeholders such as the Youth Service, Careers Wales, CAMHS, GPs to identify the most appropriate interventions for project participants;
7. To attend and contribute to academic departmental meetings when appropriate;
8. To liaise with key stakeholders to ensure that students needs are met, and attend specialist reviews when appropriate;
9. To facilitate advocacy for students when appropriate;
10. To provide a flexible and innovative approach to the support for students;
11. To keep up to date and accurate student records on the Student Intervention Log and the electronic student record;
12. To participate in the work undertaken to track attendance, retention, attainment and progression of students;
13. To develop and deliver a student-centered wellbeing action plan through six-week cycle of support;
14. To engage with students through a variety of platforms including face to face and remote support;
15. To monitor and evaluate participant activity and impact in line with project output profile and internal management information systems;
16. To work with partners to ensure that students unable to remain on programme have an appropriate exit strategy;
17. To ensure all aspects of project activity comply with WEFO Audit/eligibility requirements;
18. To undertake relevant administrative and clerical duties as required.

**College Responsibilities**

1. To actively promote the Diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To take an active part in all College quality systems;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance;
7. To adhere to all College policies and procedures;
8. To undertake professional development as required; and
9. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Manager which may lead to revisions in light of the operational requirements of the College.