Post: Mental Health & Wellbeing Adviser

Reporting to: Head of Student Services

THE POST

The College's wellbeing 'Hub' operates alongside the Student Services department and is a support Hub for students experiencing mental health difficulties who need help to identify strategies to cope and build resilience. As a key member of the wellbeing team, you will help to support students experiencing anxiety and mental health problems and work to empower them to achieve their academic potential and progress beyond Peter Symonds.

A Grant from the Mercers' company partially funds the Hub. The post holder will need to supply monitoring data to the Deputy Principal (Welfare & Progression) for the completion of an annual monitoring report for the Mercers and also to the board of governors.

MAIN DUTIES AND RESPONSIBILITIES

1. To oversee the Hub, the students accessing it on a drop-in basis and triage for referral to other college services (eg: the Counselling Service) or outside agencies (eg: GP; CAMHS etc).

2. To provide one-to-one support for individual students to enable them to manage their mental health and access their programme of study, through promoting strategies for resilience building and self-management.

3. To work closely with the Head of Student Services, Head of Study Support, the College Nurse, the pastoral team of Senior Tutors, Directors of Curriculum and Support and Faculty Administrators, and other staff where relevant, to ensure an appropriate support package is put in place for individual students, information is shared with teachers and contact made with parents, as appropriate.

4. To co-ordinate and support a team of student mentors and wellbeing ambassadors.

5. To ensure that the Hub is accessible to students throughout the college day, and has a visible presence during Induction, specifically for new students feeling isolated and lonely and at other College events such as Open Evenings and Year 11 Welcome Days.

6. To develop and maintain the Hub Google site where up to date self-help information is available and Hub activities promoted.

7. To develop and maintain group sessions: eg: Therapy Dog visits; Mindfulness sessions; Walking Groups, Art therapy, etc.

8. To develop and offer staff development sessions in the area of mental health in young people, as required, and to provide advice and guidance to staff about mental health and wellbeing, the support systems available and good practice with regard to student support in the College context.

9. To undertake training as necessary to stay up to date with current practice.

10. To promote positive mental wellbeing amongst the college community by being involved in health promotion activities.

11. To forge positive working relationships with external agencies and working groups across the education sector and further afield to share good practice, understand changes to guidance, and link with key external professionals in the field of mental health support.

12. To contribute to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not, in accordance with the 2010 Equality Act.

13. In accordance with the GDPR, to keep accurate records of attendance/take up and other records relevant to the work undertaken; to provide regular reports to the senior management team to enable the monitoring and evaluation of the service.

14. Prioritising the safeguarding of all students by following the college's safeguarding procedures and liaising closely with the Designated Safeguarding Lead; participating in training on safeguarding matters.

15. To keep up to date on mental health and wellbeing issues in post-16 education.

16. Any other duties as requested by the Principal.

July 2026

PETER SYMONDS COLLEGE **PERSON SPECIFICATION**

Each attribute is marked as essential for the post, or desirable. The last two columns on the Person Specification (labelled A and I) indicate how each attribute is assessed.

A = application form, I = interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I
EDUCATION/TRAINING				
Honours Degree, or the equivalent.	X		X	
A professional qualification in: low-intensity psychological therapies; or primary mental health work; or psychological wellbeing practitioner; or CBT-based interventions	X		X	
EXPERIENCE				
Significant demonstrable experience of supporting young people with mental health issues, individually and in groups, in a practical and engaging way.	X		X	X
Ability to assess risk, manage crisis situations and determine appropriate action (to include ability to know when to refer students to external agencies).	X		X	X
Awareness of mental health issues and their potential impact on academic study.	X		X	X
SKILLS/ABILITIES				
Excellent communication skills, oral and written.	X		X	X
Excellent administrative and organisational skills.	X			X
Confident working independently.	X			X
Ability to maintain boundaries.	X			X
Be able to use initiative and make decisions to ensure prompt and timely resolution of student issues.	X			X

Able to work flexibly and create good team working relationships throughout the college.	X			X
Ability to demonstrate good listening skills and to show empathy with staff and students.	X			X
Excellent interpersonal skills & professional at all times.	X			X
Competent IT skills in Microsoft Office: Word, Excel, PowerPoint. Databases and email.	X			X
Committed to the protection and safeguarding of children and vulnerable adults.	X		X	X
Committed to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.	X			X