

JOB DESCRIPTION

Post:	Health and Wellbeing Assistant
Salary:	Part Time (32 Hours) Term Time (38 Weeks) Scale 3 point 16 – 20 £21,451 - £22,334 pro rata £15,686 - £16,332 per annum
Responsible to:	Health and Wellbeing Coordinator
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	The main purpose of the role will be to support the Health and Wellbeing Lead in delivering and supporting a programme of activities designed to promote student engagement and improve student's individual development, confidence, enjoyment of college life, mental wellbeing, physical wellbeing and economic development.
Specific Duties:	<p>To support the delivery of a programme of initiatives designed to improve Health and Wellbeing of Staff and Students including delivery of physical activities, Gym sessions, sports groups, wellbeing sessions, creative sessions, workshops and support groups.</p> <p>To support a programme to provide lifestyle advice, activity programme and nutritional guidance to staff and Students.</p> <p>To actively engage with key partners and communities for future growth, development and sustainability of the programme.</p> <p>Responsible for the health & safety of the programme delivery ensuring all relevant policies and procedures are complied with.</p> <p>To help build and sustain effective partnerships working with Programme Team Leaders from across the College.</p> <p>To support the Enrichment Officer and Health and Wellbeing Lead to organise and deliver the programme and ensure appropriate attendance and participation rates and relevant data is recorded.</p> <p>To support an effective process for student referrals from the Student Services Team.</p>



General Requirement:

As a member of staff the postholder will be required to further agreed aims of the College by participating fully in the following:

To participate in the scheme for appraisal and review of performance adopted by the College.

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Development.

Truro and Penwith College is a large institution that will go through periods of rapid growth and development. All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Health and Wellbeing Assistant PERSON SPECIFICATION

Ideally the person appointment will have the following personal skills, experience and attributes.

- Gym Instructors Qualification
- A record of achievement in dealing with staff, students and outside agencies within Health and Wellbeing
- Proven track record of two or more of the following:
 - Providing coaching/leadership experience
 - Developing and implementing enrichment activities related to wellbeing
 - Conducting appropriate analysis and implementation thereof
 - Generating increases in students involved in sport/wellbeing
 - Achievement of targets to required timescales
- Sports Coaching, Gym Instructor and any other relevant vocational coaching or instructing Qualification
- First Aid qualification
- Proven experience of delivering health/wellbeing related programmes
- Ability to plan, organise and work under pressure
- Self motivated and personable – capable of working both as a team player and independently
- Ability to show empathy with the barriers and challenges some individuals may face and to motivate and inspire individuals and groups to make Health and Wellbeing part of their daily lives
- Good communicator, both written and oral, within educational environments
- IT literate
- Willing to travel throughout Cornwall, with access to own transport and a full driving licence
- Ability to create and keep effective records and systems / audit compliance
- A record of continued professional development

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.