

Responsibilities and Duties of the Head of Wellbeing

Reporting Relationship

Reporting to the Director of Residential Life

Key Relationships

School Nurse, Campus Support Team, Student Support Programs (e.g. Peer Listeners, Safety Net), House Mentors, Advisors, external healthcare services

The Head of Wellbeing works collaboratively and proactively with staff and students to promote and maintain the welfare, health, safety and wellbeing of individuals and the community.

The duties associated with this position include:

- Providing structured 1-1 counselling service for students;
- Ensuring all students and staff supporting students know where they can go to receive advice on students' mental health and wellbeing;
- Coordinating student needs for mental health and wellbeing support in cooperation with School Nurse, external healthcare services, Director of Residential Life, House Mentors and Advisors;
- Being available to students for "first line" support and referral to professional services when students need support beyond normal support networks at the College;
- Acting as the Designated Safeguarding Lead (DSL) for the College;
- Ensuring the College operates in accordance with Norwegian laws and regulations as they relate to child protection and safeguarding;
- Planning, developing, monitoring and publishing pastoral care strategies, programs and policies to staff and students as appropriate:
 - Providing guidance, training and support so that appropriate student support programs (e.g. Peer Listeners, Safety Net) operate within clearly established boundaries. Publish guidelines and communicate role and purpose of support programs;
 - Providing Director of Residential Life, House Mentors, Advisors, staff and students with relevant information and advice, where appropriate running workshops and awareness building sessions;
 - Conducting formal and informal surveys to develop knowledge and understanding of relevant wellbeing issues. Analysing relevant data and proposing strategies to improve support services and solve identified problems;
 - Informing Director of Residential Life on all matters of personal health and wellbeing, particularly matters relating to e.g. serious mental health issues, self-harm and harm to others and keep them updated on all relevant issues;

- o Providing relevant information and training for staff and students in relation to safeguarding in cooperation with relevant student support structures within the College.
- Providing written information to students, staff, parents and National Committees about the role and associated services. Reviewing and, when necessary, editing or updating relevant documentation;
- Coordinating and leading regular committee meetings;
- Maintaining and developing use of appropriate data systems in cooperation with School Nurse and, where appropriate, external healthcare services;
- Budget responsibility for mental health, wellbeing and student support structures at the College.

Whilst every attempt has been made to cover the main duties and responsibilities of this post, the above list is not exhaustive and each individual task involved in the role may not be identified. This job description is open to discussion at interview to meet a particular individual's strengths or personal development goals.

Furthermore, the exact nature of the post will be finally determined once the appointment has been made and reviewed annually. This will be in full collaboration with the successful candidate taking into account the individual skills and experiences they bring with them.

The Rektor
February 2019