Job Description

Job Title: Director of Welfare and Wellbeing (Assistant Senior Tutor: Pastoral)

Main Purpose of Role/Overview:
This new post will be responsible for leading a team that designs, plans and implements programmes and services to promote student wellbeing and to address student welfare needs including the provision of mental health support.

The postholder will be expected to keep abreast of new ideas and evolving good practice in these fields to inform the College’s overall strategy. Working closely with the Senior Tutor, the postholder will be expected to assist in the design and implementation of measures to evaluate the effectiveness of the College’s current provision, to design further interventions to improve outcomes where needed, and to ensure that a high standard of service to students is maintained.

The postholder will appoint and line-manage Tutors, providing training, guidance and advice as needed. They will co-chair weekly meetings with Tutors and termly meetings of the whole wellbeing and welfare team with the Senior Tutor. Alongside the Student Welfare and Wellbeing Advisor, the postholder will be a point of referral from Tutors and will have line management responsibility for a Programme Administrator and Student Finance Coordinator as well as having a dedicated Team Administrator to provide diary management and administrative support. The postholder will also deputise for the senior Tutor when necessary on welfare and pastoral matters.

Main Responsibilities & Duties:
1. Working with, and reporting regularly to, the Senior Tutor, lead and manage the relevant professional and support staff to form an effective student welfare and wellbeing Team for the College. The Team comprises the Student Finance Co-Ordinator, the College Nurse, resourced counselling, the Student Welfare Advisor, a Programme Administrator and a Team Administrator.
2. Appoint Tutors working closely with the Senior Tutor on selection. Ensure Tutors have appropriate training

Standards of Performance/Results
1. The Team performs in a professional, coordinated and mutually supportive manner, demonstrating a collective drive to achieve shared objectives, and a commitment to continuous improvement of programmes and services.
2. Teams of Tutors are recruited and appointed. Tutors feel well-supported
and professional development. Support and provide guidance to tutors and evaluate their effectiveness.

3. Work with the Senior Tutor to determine annual budgets for the team and be accountable for delivery within it. Assess risk and prioritise the agreed budget accordingly, establishing a consistent methodology for assessment of need, targeting resources where most needed and authorising external resources where required.

4. Ensure effective communication about the Team, its services and activities, to students, Tutors and to other relevant Departments in the College.

5. With the Team, design, implement, review and refine wellbeing programmes for students’ mental and physical health. Include preventative and early intervention activities so that students build up their personal resilience and take responsibility for their own wellbeing. Monitor developments and review available wellbeing resources throughout the University and wider field with a view to their inclusion in College programmes.

6. Working collaboratively with student societies and external providers arrange and maintain provision for College sport, exercise (including the gym), the performing arts and other extra-curricular activities combining new approaches with existing provision and evaluating outcomes. Working with the Senior Tutor, negotiate and maintain contracts with other colleges, the University, and community providers for pitches and facilities.

7. With the Student Welfare and Wellbeing Advisor, develop, oversee and evaluate on an on-going basis the College’s provision for individual students with mental health needs.

8. With the Student Welfare and Wellbeing Advisor, and working closely with the DRC, the University Counselling services, and the relevant NHS services, implement a referral service for students to these external services in line with the Recommendations of the 2020 Review of Mental Health Report.

and students evaluate the tutorial provision in the College positively.

3. Surveys show that students know about the programmes, activities and services provided by the Team and how to access or engage in them.

4. Evaluation data show that students value the programmes, activities and services provided.

5. Attendance records show good participation in wellbeing programmes and activities with all sub-groups of the student population represented.

6. The SU Executives rate highly their collaboration with the Team in the provision of sport, exercise, performing arts and other College club or society activities

7. Measures are in place to evaluate the wellbeing of students on a regular basis and these show an upward trajectory or consistently high rate of wellbeing across all groups.

8. Students who have used the (mental) health services provided by the Team consistently give them a high rating.

Data on academic progress show that management and referrals of individual mental health cases by the Team are effective in preventing ‘drop out’ or escalation.

UCS rates the College highly on its referral schemes, and the ratio of
9. Working with the Academic Team, contribute sessions to on-boarding programmes and to Bridging Weeks or other induction events.

10. Working with the Assistant Senior Tutor: Academic contribute training sessions and resources for teaching staff so as to provide insight and guidance on inclusive teaching and other ways to improve student wellbeing in supervisions.

11. Monitor and review trends in the student attendance and take up of wellbeing activities and welfare services identifying any barriers for particular student sub-groups and implementing interventions to address them.

12. Work collaboratively with the HR Manager where appropriate to ensure a consistent and professional approach to wellbeing across the whole College.

13. Prepare regular reports for the Governing Body on the Team’s progress towards measurable outcomes. Provide advice on new initiatives, resources or good practices that the College may wish to consider adopting.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

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<th>Scope/size of role (budgets, people, etc):</th>
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<tr>
<td>Significant internal/external relationships:</td>
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<tr>
<td>Senior Tutor; Tutors; Assistant Senior Tutor: Academic; Student Finance Co-Ordinator; College Nurse; College Counsellors; Bursar and Finance Office, Domestic Bursary and other College professional services, Communications &amp; Marketing, Students Union (JCR and MCR), UCS, DRC, and local NHS services.</td>
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<th>Objectives (as per PDR) or key milestones:</th>
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<th>Date prepared:</th>
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