

This document is also available in Welsh.



Coleg y
Cymoedd

Head of Wellbeing & Safeguarding

Recruitment Pack

September 2022

Welcome

Thanks for your interest in this role. You should find all of the information you need here, as well as guidance on how to apply. If there's anything else you want to know though, contact us to arrange a chat.

Role Summary

We'd love you to get to know us and the role you're interested in. Let's start with the basics...



Job Title

Head of Wellbeing and
Safeguarding



Working Hours

37 hours per week



Job Type

Full time, Permanent



Your Salary

£45,465.00 - £49,647.00



Closing Date

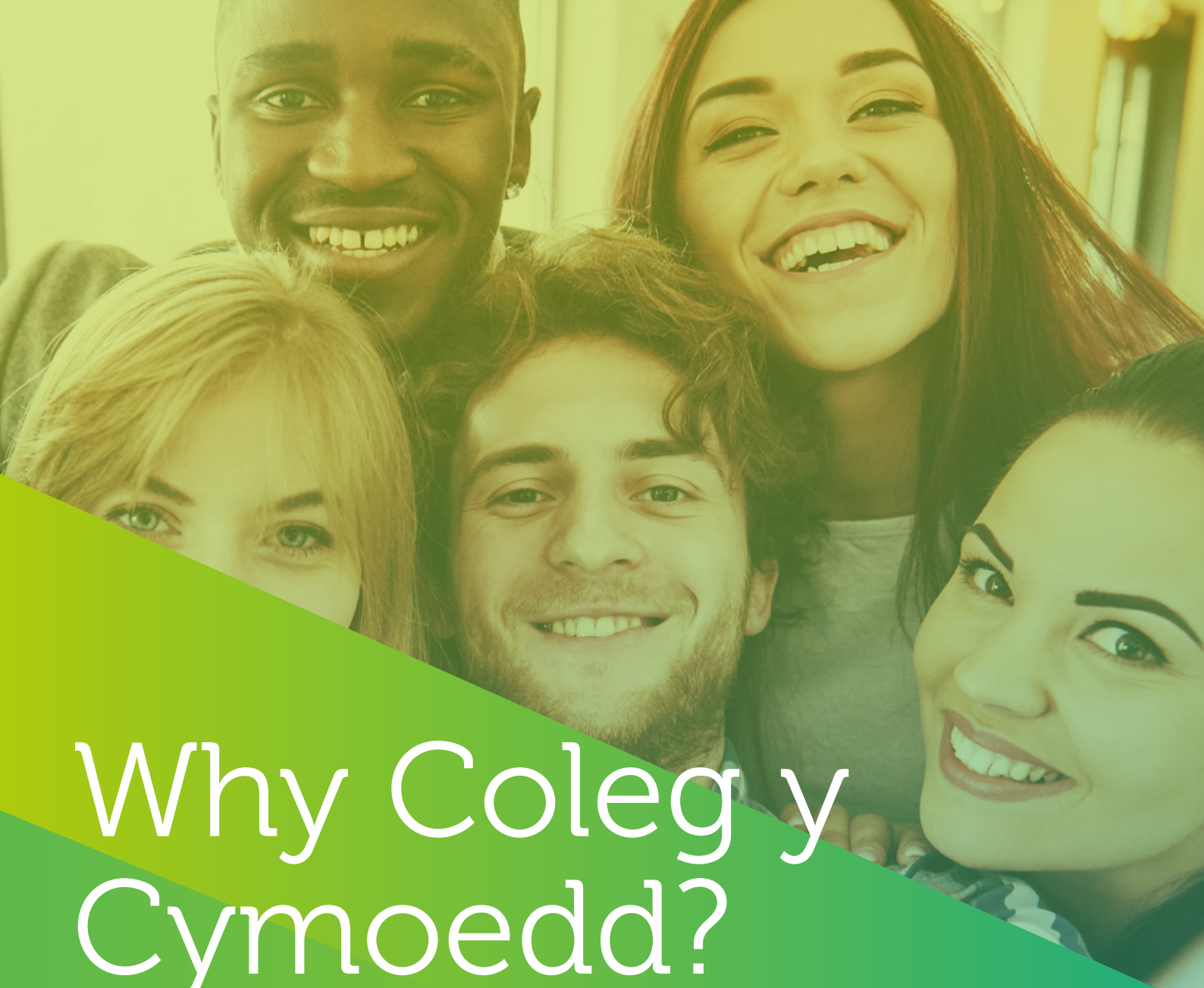
30th September 2022



Location

Ystrad Mynach/Nantgarw

Multi-campus travel maybe
required as part of this role



Why Coleg y Cymoedd?

About Us

Coleg y Cymoedd was formed in 2013. Over 10,000 learners study at Coleg y Cymoedd each year with sites in Aberdare, Nantgarw, Rhondda and Ystrad Mynach.

The college offers a wide range of Full and Part Time courses from Entry to Degree Level in over 15 Curriculum areas.

Working in partnership with more than 800 employers, the college's Business Services team offer a wide range of Apprenticeship and Bespoke Commercial Training packages.

The college has seen significant investment in recent years including the Nantgarw Campus building (a £40 million campus), Aberdare Campus (a £22 million campus), and state of the art Railway Training and Motor Vehicle Facilities.

Our Mission Statement

'Our mission is your future success'

Our Values

- > We focus on learners.
- > We strive for high performance.
- > We value and invest in all people.
- > We seek continuous improvement.
- > We are aspirational, we listen and collaborate.
- > We develop strong and effective partnerships.

Our Vision

To be recognised as an excellent college by learners, staff, business and communities.

We encourage our learners, staff and external stakeholders to dream big and we are proud to say that studying at Coleg y Cymoedd helps to inspire our learners and transform their lives.

The Benefits

Salary



We pride ourselves on offering a competitive salary within the further education sector.

Development



Your development is important to us. We offer excellent career and personal development opportunities. We'll also give you free tuition on college funded courses and even give you the opportunity to learn Welsh! Da lawn.

Your Health



Maybe you'll never need it, but we never know what's around the corner. We offer a free Employee Assistance Programme along with a great Occupational Health Provision.

Pension Scheme



Starting with us means you can be enrolled into the Local Government or Teachers' Pension Scheme.

Keep Fit



Physical and mental fitness is important and so, we offer free gym access at Nantgarw and Ystrad Mynach in addition to discounted leisure membership. If the gym isn't your thing, we also offer a Cycle to Work scheme.

Take a Break



We understand that sometimes you need a break. We offer a generous Annual Leave entitlement. We also offer free car parking for all staff and a car sharing scheme.

Your Home Life



Sometimes things change and we want to support that. We offer a full suite of Family Friendly policies to support your work/life balance. We also offer Childcare Vouchers to make sure your little ones are well taken care of.

Job Description

Head of Wellbeing and Safeguarding

As Head of Wellbeing & Safeguarding, you will provide effective leadership and management of wellbeing and safeguarding for learners across all campuses. You will engage the full range of statutory, professional and voluntary services external to the College, to support the ongoing needs of individual learners, liaising with both Curriculum and Additional Learning Support Teams to ensure that a joined-up approach is adopted. You will lead the college approach to being a Trauma and ACEs informed institution and support the Assistant Principal to drive the achievement of the College's Strategic Plan.

Key Duties

Wellbeing:

- To lead and manage the communications to learners regarding wellbeing (including Learner Portal posts, Social Media and college website).
- To act as the college representative on all WG Mental Health Projects (including institutional, regional and national).
- To lead the college approach to being a Trauma and ACEs informed institution.
- To measure the impact of wellbeing and welfare interventions (including peer support groups, wellbeing activities, 121 interventions, counselling).
- To provide regular impact reports to SLT and Governors.
- To collaborate with the Directors of Learner and Campus Services, Head of Additional Learning Provision, Curriculum Heads of School and other managers to ensure a joined-up approach to wellbeing and welfare.

Safeguarding:

- Lead and manage the online reporting system for safeguarding.
- Act as a Designated Safeguarding and Prevent Officer across college, making appropriate referrals to outside agencies.
- Support the admissions process to identify vulnerable learners through the application and interview stages; including Looked After Children, Care Leavers, those declaring a history of complex mental health difficulties, and learners under 16 years old.
- Lead awareness raising of colleague's responsibilities to keep children and vulnerable adults safe with support from other Safeguarding Officers and the Designated Safeguarding Lead.
- Lead case review meetings with all safeguarding and prevent officers.
- Develop effective external partnerships with relevant organisations, acting as a point of contact for individual learners for Children's Services, local authorities, social workers, GPs, Children and Adults Mental Health Services,
- Lead and contribute in multi-agency and partnership approaches to safeguarding and wellbeing.

Leadership and Performance Management

- To lead and manage the wellbeing and welfare team across college, ensuring a proactive approach to promoting wellbeing for all learners.
- Develop and maintain policies to improve wellbeing and safeguarding across college
- Ensure compliance with all People and Culture policies, procedures and practices.
- Take responsibility for and manage all aspects of Risk Management as appropriate to the role. This includes Health & Safety, Finance, and Corporate Risk Management.

Key Duties

Quality and Planning:

- Maintain learner records and data in accordance with the College's data management procedures.
- Ensure that robust systems and procedures are developed, maintained, used and analysed to ensure the impact and quality of wellbeing and safeguarding is monitored regularly and systematically
- Lead the Quality Week activities within the wellbeing team in line with the college strategic plan.

Workforce Development

- Manage the supervision and training of the wellbeing team.
- Contribute to the development and training of college staff to enable them to contribute to safeguarding and promoting the welfare of all learners.

Financial and Resource Management:

- Manage the department's delegated budgets and related resources, ensuring compliance with Financial Regulations & Procedures.
- Attend and contribute to budget, forecast and strategic planning meetings in order, especially, to review and discuss any new business opportunities; to review financial performance and to discuss and agree action plans.

Key Duties

Additional Duties

- Actively comply with the College Equality of Opportunity Policy.
- Participate in and contribute to the College Performance Management and Review process.

Further Information

All staff employed at Coleg y Cymoedd will have responsibility for the safeguarding and for promoting the welfare of students. Undertake such other duties as may be reasonably required by the College, either at your principal place of work or other College premises, commensurate with the grade and responsible of a Head of Wellbeing and Safeguarding

It is recognised that duties and responsibilities of all posts may change from time to time and job descriptions may be amended in consultation with the post holder to reflect those changes which are commensurate with the role.

Person Specification

	Essential	Desirable	Assessment
Educated to degree level in a relevant discipline	✓		Application Form
L3 Safeguarding qualification or willingness to achieve within 3 months.	✓		Application Form
Recognised teaching qualification		✓	Application Form
Evidence of Continuous Professional Development	✓		Application Form
Excellent understanding of Safeguarding and Prevent in a Post 16 setting.	✓		Application Form & Interview
Experience of using an online platform to record and monitor wellbeing and safeguarding (e.g. MyConcern)		✓	Application Form & Interview
Excellent understanding of how to promote wellbeing amongst staff and learners	✓		Application Form & Interview
Knowledge or experience of using learner record systems, e.g. EBS, Learner Dashboards, CRM systems		✓	Application Form & Interview
Knowledge of current ALN legislation and guidance in a Post-16 context		✓	Application Form & Interview
Experience of partnership working, including liaising with parents/carers and multi-agencies to meet the needs of individuals	✓		Application Form & Interview
Experience of managing conflict	✓		Application Form & Interview
Have a good understanding of academic management and development	✓		Application Form & Interview
Able to create a climate for team members which welcomes diversity of ideas, frank and open discussion	✓		Application Form & Interview
Practice positive reinforcement of staff achievement	✓		Application Form & Interview
Demonstrated suitability to work with children and vulnerable adults	✓		Application Form & Interview
Experience of managing budgets		✓	Application Form & Interview
Ability to organise, plan and prioritise work for yourself and others	✓		Application Form
Ability to meet deadlines and work under pressure	✓		Application Form
Evidence of highly developed and transferable digital capabilities including the use of Microsoft 365	✓		Application Form & Interview
Evidence of highly developed and transferable digital capabilities including the use analysing databases/dashboards.	✓		Application Form & Interview
Evidence of highly developed and transferable digital capabilities including conducting online meetings and using new technologies.	✓		Application Form & Interview
Ability to advocate for learners	✓		Application Form & Interview

'I really enjoy my role in Welfare and Wellbeing, connecting with learners, facilitating them to be who they want to be is so rewarding. In the words of the great Carl Rogers, "People are like plants, given the right conditions they will flourish" '

Carolyn Owen

Welfare & Wellbeing Officer

'Engaging with staff and learners and observing them develop to their full potential is very rewarding. The role is flexible and no two days are the same. Coleg y Cymoedd is a fantastic place to work where we all support each other to ensure our learners receive an outstanding learning experience.'

Tracey Evans

Head of School (Catering, Hair and Beauty)

Application Process (How to Apply)

What Now?

Now you should know more about us and what we're doing, you should also have a good understanding of this role and the type of person we're looking for. If this sounds like you, then we'd love you to apply.

Simply download the application form and fill out all the required fields.

Send completed applications to:

✉ jobs@cymoedd.ac.uk

Remember to use the **Person Specification** and **Job Description** to show us why you're the best candidate for the job.

Once the application is filled out and you're happy, there's just one thing left to do and that's get it over to us at the email address above - We're really looking forward to reading it!

Please be advised, **we do not accept CVs**. If you would rather, you can always send your completed application to:

People & Culture
Coleg y Cymoedd
Rhondda Campus
Tonypany
CF40 2TQ

Want to chat?

Coleg Y Cymoedd is a unique and exciting place to work. Maybe this role is the perfect fit for you. If you'd like to chat through any questions or get to know us better, get in touch today:

Applications / ✉ jobs@cymoedd.ac.uk

Find out more: ☎ 01443 653626



INVESTORS IN PEOPLE
Rydym yn buddsoddi mewn pobl Aur

INVESTORS IN PEOPLE
We invest in people Gold

Rydym wedi llwyddo!
Achredwyd yn swyddogol gan Buddsoddwyr mewn Pobl.
Oherwydd rydym yn gwella gwaith.

We did it!
Officially accredited by Investors in People.
Because we make work better.

Terms & Conditions

Equality & Diversity

We recognise the benefits of a diverse workforce we consider ourselves to be an employer of choice and are committed to eradicating discrimination in the workplace.

Criminal Convictions

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform the college of any spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A list 99 check is also obtained on anyone who will be working with or coming into contact with learners and must be received by the college before employment can commence.

Data Protection

Any data about you will be held securely, with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Right To Work In The UK

Section 8 of the Asylum and Immigration Act 2008 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents the employee from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.