



Wellbeing Assistant Job Description

Job Title
Wellbeing Assistant
Responsible to
SEMH co-ordinator/ SENDCo
Grade
Grade 14
Hours
30 Hours per week, Term Time plus one week (39 working weeks)

Job Purpose
The Wellbeing Assistant provides dedicated support to students within the wellbeing provision, helping them to engage positively with school life, develop resilience, and achieve their personal and academic potential. The role involves offering care, guidance, and structured support to students with additional needs, focusing on their emotional, social, and moral development.
Key Responsibilities
• Work closely with the SEMHCO/SENDSCO and wellbeing team to implement tailored programmes of support for students with additional or special educational needs, disabilities, or learning difficulties. • Provide one-to-one or small group support within the wellbeing setting, helping students manage emotional or social challenges and develop coping strategies. • Foster a safe, nurturing, and structured environment where students feel supported, valued, and able to participate fully. • Support students in developing self-confidence, resilience, and positive behaviours through consistent guidance and encouragement. • Monitor and respond to students' emotional and social needs, escalating concerns to the SEMHCO/SENDSCO or pastoral staff as appropriate. • Assist with practical support, including managing routines, supervising activities. • Contribute to ongoing planning, evaluation, and development of the wellbeing programme to maximise student outcomes.

Main responsibilities and duties
• Provide one-to-one and small-group wellbeing support for students experiencing emotional, social, or behavioural challenges. • Help students develop positive coping strategies, resilience, and confidence. • Offer calm, consistent supervision in the wellbeing space, ensuring students feel safe and supported. • Support students with additional or special educational needs, disabilities, or learning difficulties, adapting approaches to meet individual needs.

- Assist students in re-engaging with learning activities, either within the wellbeing setting or when transitioning back to lessons.
- Help maintain a calm, structured, and nurturing wellbeing area.
- Model positive behaviour, communication, and emotional regulation for students
- Promote inclusion, mutual respect, and a sense of belonging within the school community
- Maintain accurate notes on student sessions, behaviours, and progress in line with school policy.

Contacts and Relationships

Contact with all appropriate staff in school to pass and receive information, advice, guidance, suggestions and ideas.

There will be regular contact with the SEMHCO and SENDCO relating to student issues. Issues not resolved by the post holder will be passed on to the SEMHCO /SENDCO

Support for the School

- Comply with and assist with the development of policies and procedures relating to safeguarding, reporting concerns to an appropriate person.
- Play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example
- Comply with the school's Health and Safety Policy

Special notes of conditions

- Take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.
- Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.
- Comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.
- The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone's responsibility

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Other

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

Wellbeing Assistant Person Specification

Category	Essential	Desirable
Qualifications	Good standard of literacy and numeracy GCSE English, Maths and Science A-C (or equivalent) Willingness to participate in staff training/development programme for further training and professional development	Training in mental health or wellbeing support, such as: • Mental Health First Aid (MHFA) • Youth Mental Health Awareness • Emotional Literacy Support Assistant (ELSA) training Special Educational Needs training, e.g.: • Understanding Autism • ADHD awareness • Dyslexia or learning difficulties training
Knowledge, skills and experience	A passion for supporting young people to develop their knowledge and skills in both areas An ability to communicate effectively, in particular able to explain instructions and activities. Experience of working with children or young people (or voluntary work). Experience to effectively use reading, spelling, comprehension and processing assessments and understand standardised scores. An ability to interpret requests and instructions. Ability to analyse data and information. An ability to work constructively as part of a large team. Good understanding of literacy difficulties. An ability to relate well to adults and students, respond sensitively and flexibly to competing demands from students.	Recent experience of working in an educational setting. Experience in interventions Able to be creative and innovative in meeting the particular needs of students. Background knowledge of the National Curriculum and general school procedures/policies Has attended recent child protection training. Demonstrative knowledge of and commitment to a responsibility to keep children safe and protected

	Understand and comply with the need for confidentiality. Effective interpersonal and organisational skills. An ability to work to a schedule which may be subject to change. A flexible approach to the work undertaken. An ability to help identify own training needs and actively seek learning opportunities and training needs and participate in training and development activities. An ability to use ICT to: • Store and retrieve data • Support students' learning Possess skills to undertake general clerical/administrative tasks in relation to the post.	
Interpersonal and communication skills	Patient, calm and firm when appropriate Energy and a good sense of humour Hardworking and creative Ability to motivate and inspire young people Ability to build positive relationships with students and other staff	
Additional requirements	A commitment to safeguarding and promoting the welfare of children and young people Eligibility to work in the UK Comply with safer recruitment checks and Disclosure and Barring Service clearance Two professional references Shortlisted candidates may be subject to online searches.	