



CONSEJERÍA DE EDUCACIÓN
EN EL REINO UNIDO E IRLANDA



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Parkwood Primary School

Spanish International School

Job Details

Job title: Wellbeing Lead

Contract type: 1 day/week Fixed Term 1 Year contract to be reviewed after the first year

Reporting to: AHT for Equality of Education

Job Description

Schools that make the mental well-being of staff a central feature of their culture, organisation and management are far more likely to deliver the educational outcomes that children deserve.

Job Purpose:

To ensure that the wellbeing of staff is reflected in the school's culture, organisation and management.

To embed in relevant policies and practices the need to safeguard the mental and physical wellbeing of staff.

To work independently to promote staff, wellbeing in the school by formulating and implementing 'best practice' policies that ensure mental and physical health is nurtured and protected.

To work independently to ensure that all employees feel well supported and safe by ensuring that all employment/health & safety legislation/bullying and harassment at work, and grievance policies/guidance and agreements with unions are adhered to by providing a neutral and confidential (where relevant) source of support, guidance and information.

To develop tools and strategies specific to the needs of the school aimed at reducing stress and promoting health and mental wellbeing.

Position to be reviewed after one year by a panel consisting of Assistant Head, Headteacher and Governor.

Main Duties and Responsibilities

- Promoting and ensuring the wellbeing of all staff
- Reviewing and updating relevant policies to ensure the promotion of staff wellbeing.
- Formulating and implementing 'best practice' policies that ensure mental and physical health is nurtured and protected
- Creating, conducting, analysing and presenting termly staff wellbeing surveys and formulating action plans in response to results
- Liaising between governors and staff re wellbeing issues
- Liaising between staff and management re wellbeing issues
- Liaising between staff and relevant trade unions re wellbeing issues
- Keeping up to date with best practice and legislation re staff wellbeing eg employment law/bullying and harassment policies/health & safety legislation/guidance by and agreements with unions
- Being responsible for pro-active workload reduction ideas, organising workload audits and creating policies to ensure that staff can maintain a healthy work/life balance with a focus on workload.
- Liaising with external agencies that support employee wellbeing
- Being a Mental Health workplace champion
- Developing 'Dignity at Work' and 'Staff Wellbeing' policies
- Independently monitoring and evaluating wellbeing policies and practices as to the success of their implementation.
- Reporting to appropriate persons any transgressions or actions counter to policies and legislation and ensuring action is taken.

Support for the School

- Be aware of and comply with HR policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and CPD as required.
- Actively promote equal opportunities at all times.
- Establish constructive relationships and communicate with other agencies/professionals.

General Requirements

- Yearly review of position to be undertaken by panel consisting of governor and staff
- Attend governing body meetings as required.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. The duties may change over time as requirements and circumstances change.

