

January 2025

Dear Applicant,

Thank you for your interest in the post of **Health and Wellbeing Manager (College Nurse)**

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Benefits at Godalming College
- Support staff pay scale

The application pack is available to download from the vacancies section of the College website https://www.godalming.ac.uk/Working_For_Us.html and as a hard copy from the HR Department – hr@godalming.ac.uk

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

Completing and returning your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

Please return your application form by e-mail as an attachment to hr@godalming.ac.uk

The closing date for receipt of applications is **Monday 20th January 2025 at 9am.**

Short-listing and interview arrangements

Since we may not be able to respond to all applicants, if you have not been contacted by **Wednesday 22nd January 2025**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews Thursday 23rd January 2025 at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019. It was noted in that inspection that:

'Leaders support staff very well. They take the well-being and workload of their staff into account when determining new processes and policies. Staff benefit from extensive investment in professional development opportunities, which helps them develop both their subject and classroom skills. Staff are highly positive about working at the College.'

More recently in our 2022 Staff survey, 96.8% of staff said they were proud to be a member of staff at the College and 96.2% of staff would recommend working at Godalming College. The following quotes are from members of our current team:

'It is a supportive, positive, happy environment, which is great for both students and staff.'
'As a member of staff I am given autonomy but always know that guidance, direction and support is available'
'Senior Leaders do care and do consider staff welfare more than any other school/college that I have worked at.'

The College currently employs around 250 teaching and support staff on both a full and part time basis.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff in facilities that have seen major investment over many years.

The campus comprises of nine newer large buildings and our older main building, which was the original grammar school, built in the 1930's. Since the 2000s there has been a phased refurbishment and expansion of the College which included a new English and Modern Foreign Languages block, Media suite, netball and tennis courts and an 11 acre site for Rugby and Football pitches. We would invite you to take the virtual tour on our website to see for yourself the facilities of which we are so proud.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

The College year runs for a period of twelve months from 1st September-31st August although the official start of the Autumn term varies. In 2024, the Autumn Term began on 27th August for all staff.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

Health and Wellbeing Manager (College Nurse)

We are seeking a dedicated and compassionate College Nurse to fulfil the role of Health and Wellbeing Manager to join our vibrant sixth form college community. The ideal candidate will provide high-quality healthcare and support to our students, promoting their physical and mental well-being. Responsibilities include managing the college's physical and mental health services, offering first aid, conducting health assessments, and providing health education to students and staff.

The successful candidate will be a registered nurse possessing excellent communication and organisational skills. If you are passionate about student health and well-being and thrive in a dynamic educational environment, we would love to hear from you.

The support for students we offer at Godalming College is outstanding. Our Student Guidance team provide highly dedicated support for students with a wide range of needs as we prepare our students to navigate sixth form study and progress with the skills to thrive in their next steps.

The Student Guidance Team

The Student Guidance Team oversees the pastoral support of students on an individual basis in terms of their learning and academic progress. This is done in an inclusive way with support and respect for all. Our focus is on supporting students develop self-help strategies to manage their development from school, through sixth form study and then beyond onto their next steps, whether that be University, Apprenticeship, Employment or another form of training. The team is made up of: Assistant Principal – Safeguarding and Support, Director of Safeguarding and Intervention, Senior Tutors, Support Officers, Health and Wellbeing Manager, Student Wellbeing Practitioner, Student Services Administrators, Student Reception, Learning Support team and EDI Officer.

The College recognises that mental health and wellbeing are of paramount importance. We provide a supportive, inclusive environment and we are proactive in our approach. We adopt a whole college approach to mental health and all staff have responsibility to support students with their mental health. Alongside this holistic approach, students have access to the support of our **Health and Wellbeing Manager** and **Student Wellbeing Practitioner**.

Each student has a **Personal Tutor** whose priority is to ensure that students settle into College. They support academic progress and wellbeing. The Personal Tutor is the first port of call if students have concerns and encourage students to take responsibility for their learning. Personal Tutors also guide students through options after College and help make those big decisions about their future.

Our highly experienced **Senior Tutor** team are also trained safeguarding leads who work with students on their academic progress, wellbeing, and complex issues. The Senior Tutors work closely with our **Support Officers** who know that welfare is key to academic progress and are committed to working with students to help them reach their potential. Senior Tutors and Support Officers have an open-door policy, students can either drop in or book an appointment with them via Student Services. They, alongside Personal Tutors, offer safe and non-judgemental advice and help signpost students to external forms of support where necessary.

Learning Support is available to every student, enabling learning and successful completion of courses. Students take part in an initial screening process and will complete a Learning Support questionnaire. This is to help us identify students who might benefit from extra support. Our highly experienced team work with students who have a wide range of needs, some of whom have Educational Health Care Plans (EHCPs).

Our **Careers and Progression Team** assists students in planning for their future. It is a well-resourced department where students can access a wide range of online information and guidance materials through SharePoint, Microsoft Teams and our online progression platform, Unifrog.

JOB DESCRIPTION

Job Title: Health and Wellbeing Manager
Line Manager: Assistant Principal – Safeguarding and Support

Summary of Job

To develop, manage and share in the delivery of a high-quality College-wide health and welfare service for students and staff at the College.

Responsibilities

Nursing and Medical Support

- To collate and oversee medical information for students
- To write care plans and carry out risk assessments for students with specific medical needs
- To act as First Aid lead in conjunction with Director of Estates in their role and Health and Safety lead.
- To provide initial medical support, care and first aid for students and staff onsite
- To ensure first aid supplies are kept up to date and maintained
- To provide emotional and wellbeing support for students with referrals onto counselling and other support services as appropriate
- To be the central point of contact for all CAMHS/Mindworks referrals and liaise with other outside agencies where appropriate such as sexual health clinics
- To ensure staff have access to appropriate resources and training on various health topics to support students with medical conditions (annual First Responder updates, annual Anaphylaxis workshop, epilepsy training, First responder training for invigilators etc), as required.

Health and Welfare Promotion and Monitoring

- To integrate health and welfare education into the Shaping Futures tutorial programme
- To manage and develop the Health and Wellbeing area of the Student Portal
- To co-ordinate sexual health advice and ensure students have access to up-to-date health information and literature
- To work with the Students' Union as well as other student groups to support and promote healthy lifestyles
- To contribute to the College 'Safety' and 'Wellbeing' weeks as appropriate
- To work with the Safeguarding and Student Support team to ensure that CPOMs is regularly monitored and effectively used

Safeguarding

- To act as a College Safeguarding Lead
- To liaise with outside agencies and other Colleges on Safeguarding matters as required
- To be a member of the College Safeguarding Team

Management of Student Wellbeing Practitioner

- To Line Manage the Student Wellbeing Practitioner to ensure they are an effective support for students.
- Work with the Student Wellbeing Practitioner to deliver wellbeing provision.

Management of Counselling Lead

- To Line manage the Counselling Lead and work with them to ensure an effective counselling service

Additional Responsibilities

- To actively seek to maintain and extend expertise in appropriate areas and pursue relevant training

- To write/contribute to health-related College policies and procedures, such as College First Aid Policy
- To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies
- To do other tasks as reasonably requested by the Principal from time to time

This job description may be varied according to the needs of the College from time to time.

Last review date: January 2025

Review carried out by: Assistant Principal – Safeguarding and Support

PERSON SPECIFICATION

The successful candidate will have the following essential qualifications, experiences, skills and values.

Qualifications

- Registered Nurse (RN) with current NMC registration.
- Educated to degree level with a minimum of 12 months post-graduation experience working as a Registered Nurse in a healthcare/NHS, or education setting.
- Relevant qualification in appropriate field of mental health or wellbeing would be advantageous.
- A willingness to undertake further training/qualifications in mental health to meet the demands of the role if needed.

Essential Experience and Skills

- Proven experience in managing health and wellbeing programs.
- Experience in mental health care, including assessment, diagnosis, and treatment planning.
- Experience in leading and managing a multidisciplinary team.
- Capacity to use initiative and to cope with the unexpected
- Excellent interpersonal and communication skills
- The ability to work effectively as part of a multidisciplinary team.
- An affinity with 16-19-year-olds
- Capacity to remain calm when dealing with students and parents/carers seeking help with problem solving and emotional issues.
- A good understanding of common mental health issues
- Good written and verbal communication skills
- Effective time management skills to juggle competing demands in a busy work environment.
- Understanding and management of setting appropriate professional boundaries with 16–19-year-olds.

Essential Personal Qualities

- Empathy and willingness to help solve problems.
- Be proactive and self-starting and able to manage their own time efficiently.
- Passionate about promoting mental health and wellbeing.
- Innovative and proactive in identifying and addressing health and wellbeing needs.
- Flexible and adaptable
- Well organised and self-motivated
- Initiative and continuous desire to improve.
- Willingness to engage in relevant training.
- Friendly, approachable, compassionate in nature

Desirable

- Additional certifications in health and wellbeing, such as Health Coaching or Wellness Program Management.
- Experience in a student facing role.
- Experience in safeguarding young people.

Last review date:

January 2025

Review carried out by:

Assistant Principal, Safeguarding and Support

Staff Benefits:

Health & Wellbeing



College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

Financial



Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.*



Car parking

There is free on site parking for staff.



Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

* www.teacherspensions.co.uk & www.lgpsmember.org

Godalming College Support Staff Payscale March 2024

Additional Surrey Allowance on all points of £1222 per year

Scale 1	18	21725
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Scale 2	19	21874
	20	22312

Scale 3	21	22735
	22	23175
	23	23640
	24	24464
	25	25299

Scale 4	25	25299
	26	26123
	27	26950
	28	27774

Scale 5	29	28574
	30	29374
	31	30317
	32	31251

Scale 6	33	32291
	34	33357
	35	34424
	36	35486

Senior Officer	37	36454
	38	37422
	39	38391
	40	39362
	41	40328

Management 1	42	41298
	43	42265
	44	43332
	45	44398
	46	45460

Management 2	47	46525
	48	47691
	49	48755
	50	49913
	51	51077

Management 3	52	52238
	53	53401
	54	54568

Management 4	55	55757
	56	56973
	57	58220
	58	59494
	59	60793
	60	62123

Management 5	61	63481
	62	64868
	63	66286
	64	67735
	65	69217

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £22,312 + £1,222 = £23,534

36.42 hours per week x 39 weeks per year = 1420

1420 x £23,534 divided by 1659 = £20,143.62 pa = £1,678.63 gross per month paid for 12 months

Hourly rate calculation

Full time annual salary / 365 x 7 /

36.42

updated 01/03/2024