



As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Learning Support Practitioner (Wellbeing and Mental Health)?**

Job Title	Learning Support Practitioner (Wellbeing and Mental Health) - Maternity Cover
Ref No.	ME2425158
Department	School of Academic and Vocational Support
Reporting to	Senior Learning Support Practitioner (Wellbeing and Mental Health)
Location	Northampton, Booth Lane Campus & Daventry
Salary	In the range of £25,798 - £28,513 per annum pro-rata, actual salary in the range of £22,855 - £25,260 per annum Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.
Hours	37 hours per week, 40 Weeks per year
Contract Type	Maternity Cover

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year *****Holiday entitlement will be included in monthly pay to the value of 35 days per annum pro rata*****
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To work within the Wellbeing and Mental Health Team to identify and assess the educational support needs of students with a range of mental ill health issues. To ensure all students with mental health needs are able to engage and benefit from their experience at the College, supporting and encouraging students throughout their learning journey.

Main Duties and Responsibilities

1. To provide small group support and one-to-one sessions for students, selecting, promoting and providing a range of wellbeing strategies.
2. To support students to create meaningful goals and create action plans to help them work towards them, completing regular reviews and updating action plans.
3. To regularly review information on students' progress using the College systems, including progress ratings, behaviours and submission of work.
4. To liaise with teachers, College professional services, and administrative staff to identify and follow-up on issues relating to attendance and punctuality.
5. To maintain accurate and comprehensive records of students receiving support, using this information to help inform teachers, teaching support staff, parent/guardians or external agencies, as appropriate.
6. To liaise with teachers and teaching support staff, as required, to inform them of effective in-class strategies.
7. To participate in the annual review process for students who hold Education, Health and Care Plans (EHCPs), where needed.
8. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level Level 2 Mental Health qualification or willingness to obtain 	
Knowledge	<ul style="list-style-type: none"> An awareness of the Special Educational Needs and Disability Code of Practice 2015 and Education Health and Care Plans (EHCPs) Understanding of the impact of mental health on learning and strategies to support students Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Understanding of the principles of data protection 	
Skills	<ul style="list-style-type: none"> Ability to effectively engage and manage students on a one-to-one basis and in small groups Ability to work with students with mental health and wellbeing needs Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times 	
Experience	<ul style="list-style-type: none"> Experience of working with young people with mental health issues, to develop strategies to support their studies 	
Attributes	<ul style="list-style-type: none"> Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments 	

	Essential	Desirable
	<ul style="list-style-type: none"> • Priorities the needs of the team, customer, and the organisation • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

