

JOB DESCRIPTION

Title of Post:	Wellbeing and Pastoral Practitioner
Reporting To	Head of Wellbeing and Safeguarding
Salary:	£25,000-£28,000 pro rata depending on experience
Key Working Relationships:	Head of Wellbeing and Safeguarding (DSL), Head of Healthcare, Course Administrator, support staff, artistic staff, students, and their families.
Period of notice:	2 months, with a probation period of 1 term.
Contract Terms:	0.8, Student Facing
Place of work:	The School premises, Carlyle Building, Hortensia Road, London, SW10 0QS with some work taking place at other venues on occasion as necessary.
Main purpose of the job:	This key role provides pastoral support to the student cohort, working closely with and reporting to the Head of Wellbeing and Safeguarding to ensure our students' welfare is at the centre of day-to-day life at the School. The wellbeing and safety of our students is our priority; the Wellbeing and Pastoral Practitioner will be the Deputy Designated Safeguarding Lead, working alongside the Head of Wellbeing and Safeguarding to support our student's mental wellbeing. This role supports student needs beyond their academic achievements by providing separate and impartial pastoral support and upholding best safeguarding practices at all levels of the organisation.
Safeguarding Duties and Responsibilities:	The School is committed to safeguarding and promoting the wellbeing of all students, all employees are expected to share this commitment. Staff are expected to proactively ensure the effective implementation of policies and procedures relating to safeguarding and wellbeing, comply with statutory regulations and communicate effectively with students, parents, colleagues, and agencies appropriately.
Key Responsibilities:	<ul style="list-style-type: none">• Build a trusted relationship with the young people at ENBS• Provide comprehensive pastoral care and support for Senior School students, serving as an approachable point of contact for any concerns throughout their time at the School.• As the DDSL support the DSL and Senior Management Team in developing and establishing ENBS' safeguarding approach and practice.• Liaise with the Course Administrator on student attendance to identify and address any welfare issues, supporting student needs when attendance issues arise.• Monitor at-risk students for pastoral and academic support in collaboration with the Course Administrator, review their progress with the Head of Wellbeing and Safeguarding, develop individual action plans, and communicate these to Tutors and Parents.

Since job descriptions cannot be exhaustive; the post holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

English National Ballet School

- Assist the Head of Wellbeing and Safeguarding with the relevant Board subcommittee, including taking minutes and preparing papers for effective circulation.
- Oversee the School's SEND register and any Individual Education Plans (IEP) and ensure reasonable adjustments noted on audition application forms are appropriately addressed.

Student Support:

- Undergo training to assume the role of Deputy Designated Safeguarding Lead (DDSL).
- Record and manage concerns using the Child Protection Online Management System (CPOMS).
- Develop and administer student surveys and feedback mechanisms, ensuring the student voice is monitored and addressed.
- Contribute to school assemblies, lecture series, and Quality Assurance planning as appropriate.
- Alongside relevant staff welcome new students to the School.
- Enhance and develop skills related to the role as directed by the Head of Wellbeing and Safeguarding.

Additional Activities:

- Serve as the initial point of contact for students and their families regarding pastoral care, ensuring that relevant department leads are informed, and concerns are effectively communicated and followed up on.
- Manage health insurance renewals and claims through AXA.
- Promote and encourage student participation in extra-curricular activities by liaising with students, student representatives, and staff.
- Set up and assist with the Student Representative Council, Buddy System, and House Point initiative to enhance and enrich student life at ENBS.
- Attend Student Support and Support Staff meetings, as well as any other meetings as required.
- Assist the Communication Manager with ENBS social media content related to student success and relevant school activities, in collaboration with the Course Administrator.
- Update the Head of Development on day-to-day information about students and the School, in collaboration with the Course Administrator, as it relates to Trusts and Foundations.
- Assist in organising and running induction week activities as directed.
- Provide support at school and external events as required.
- Undertake any reasonable tasks commensurate with the title and salary of the post held and be flexible and willing to work evenings and weekends according to the needs of the School.

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PERSON SPECIFICATION FOR WELLBEING AND PASTORAL PRACTICIONER

Applicants for this post should demonstrate how their skills and experience meet the following Person Specification.

(E = Essential, D = Desirable)

Experience and Knowledge:	Previous experience of working in the education sector and with young people.	E
	Effective and proactive team player with the skills to work with Senior Management and artistic staff within the School, students, parents, and members of the public (DBS checked)	E
	Experience of handling confidential issues with tact and discretion	E
	Experience in dealing with student safeguarding issues.	E
	Recent Safeguarding training.	E
	Excellent at developing professional and trusted relationships with young people and families from a range of different backgrounds.	E
	Experience of working to support the wellbeing of students	E
	Prioritising of own workload and time management	E
	Previous experience of working with administrative systems	D
	Previous experience of working in an arts/dance organisation.	D
	Experience implementing counselling or coaching skills	D
	Educated to degree level	D
	Skills:	Excellent communication skills
Excellent IT skills, e.g. MS Office		E
Excellent administrative ability		E
Able to work independently and proactively with initiative; able to collaborate as part of a team		E
The ability to prioritise workloads and work to tight deadlines		E
The ability and willingness to solve problems alone or as part of a team		E
The skill to pay close attention to detail		E
Be able to produce work to a consistently high standard, working well under pressure to prioritise workflow independently and show initiative.		E
Be tactful and diplomatic in approach and able to deal with confidential matters with complete discretion.		E
The ability to work in a changing environment and respond flexibly to changing needs and demands		E

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