

## Job Description

**POST TITLE:** Wellbeing and Emotional Coach

**GRADE** Grade 7 £24489

**Hours of work** 37 Hours Term time Plus 1 Week  
Mon – Thursday 8:00 – 4:00 Friday 8:00 – 3:30

**RESPONSIBLE TO:** Designated Safeguarding Lead

### **PURPOSE OF THE JOB:**

#### **Main Responsibilities**

The Wellbeing & Emotional Coach will provide targeted emotional, social, and mental-health support to students, contributing to a whole-school approach to wellbeing and safeguarding. In line with the Education White Paper 2026's emphasis on early intervention, resilience-building, and integrated care, the role will focus on empowering young people to manage their wellbeing, improve engagement in learning, and access timely support.

The Wellbeing & Emotional Coach will work with the HELP team in supporting and identifying any individual who faces disadvantage or vulnerability in supporting their education and attendance.

The postholder will work closely with the Safeguarding Team, pastoral leaders, SENCO, external agencies, and parents/carers to create a safe, supportive environment where students can thrive.

#### **Key responsibilities**

##### **Student Emotional Support**

- Deliver 1:1 wellbeing sessions for students experiencing emotional difficulties, low mood, anxiety, or social challenges.

- Facilitate small group interventions focused on resilience, emotional literacy, confidence, and healthy relationships.
- Use coaching, mentoring, and therapeutic-informed strategies to enable students to develop coping skills.
- Provide short-term supportive listening (non-clinical) while recognising when referrals to qualified counsellors or CAMHS are required.

### **Safeguarding & Early Intervention**

- Work closely with the DSL to identify students at risk and provide timely wellbeing interventions.
- Contribute to safeguarding assessments, multi-agency meetings, Early Help plans, and information sharing as appropriate.
- Monitor and record concerns securely in line with statutory guidance and school policy.
- Escalate safeguarding concerns immediately following safeguarding procedures.

### **Whole-School Wellbeing Development**

- Support the development and delivery of the school's wellbeing strategy, aligned with national guidance.
- Contribute to staff awareness training on emotional wellbeing, trauma-informed practice, and student mental-health needs.
- Promote a culture of openness, emotional safety, and positive relationships across the school.
- Assist in wellbeing events, mental-health initiatives, assemblies, and PSHE sessions.

### **Partnership & Liaison**

- Build positive working relationships with parents/carers, social care, local counselling services, and mental-health teams.
- Signpost students and families to appropriate external support and community resources.
- Work collaboratively with teaching staff to ensure classroom adjustments support emotional and safeguarding needs.
- Support Trainee Counsellors with students and staff in school

### **Monitoring & Evaluation**

- Maintain accurate and confidential case notes, intervention records, and impact data.

- Track student progress and produce reports for SLT, governors, safeguarding meetings, and intervention reviews.
- Contribute to ongoing evaluation of wellbeing provision, ensuring interventions align with the school's improvement priorities.

### **EQUALITY OPPORTUNITY**

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

### **SAFEGUARDING CHILDREN**

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.

If you would like to discuss this opportunity further, or arrange a tour of our school, please contact Roz Mercuri-Butcher: [r.mercuri@kenstimspon.org.uk](mailto:r.mercuri@kenstimspon.org.uk)