Colleague Well-being Manager

| Salary / grade range | SCP 26 – 28£36, 124 - £37, 938Pro-Rata / Actual: £25, 317 - £26, 587 |
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| Location | Co-op Academy Southfield |
| Reports to | Staff Development Manager |

| Purpose of role:Working alongside the Headteacher, SLT and The Human Resources to enable The Co-op Trust’s Supporting Attendance Policy to be effectively implemented. The Trust is committed to promoting the health, safety and wellbeing of its entire staff and will support colleagues who may have health difficulties. The postholder will be responsible for ensuring a whole school approach to attendance. So that all colleagues are supported, throughout Co-op Academy Southfield, to have the lowest possible levels of absence and will work closely with the senior leadership team to act as their representative in meetings. The post holder will liaise closely with them and with colleagues in Human Resources to ensure effective implementation of the policy.  |
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| Key accountabilities (and specific duties / responsibilities):To support the Headteacher and SLT in ensuring that the Supporting Attendance at work policy is fully implemented; that all colleagues who have been absent are supported back into the workplace by a return to work interview taking place; in collaboration with SLT and Human Resources act as the designated manager to ensure that that action/monitoring and meetings are completed in appropriate timescales. The postholder will work collaboratively with key partners to support improvements in attendance and improve staff wellbeing using proactive strategies.**Core Tasks** * Act on behalf of Co-op Academy Southfield in attendance management meetings in collaboration with Human Resources
* Liaise closely with SLT to ensure that they represent them effectively in meetings
* Communicate effectively with SLT, hold discussions with SLT so that they remain aware of and involved in any actions
* Treat colleagues fairly and with respect
* Use positive strategies to support improvement in attendance
* Support the Academy’s aim to secure a mentally healthy workforce

**Associated responsibilities:** * Ensuring that accurate records of activities are maintained;
* Carrying out audits, keeping records and using data to review the impact and effectiveness of the work undertaken summarising these findings to the SLT, Headteacher and ADG
* Assisting Human Resources in monitoring the effectiveness of implemented strategies

**General** * Support the Co-op Academies Trust’s overall vision, values and the guiding principles of the Trust, by modelling the Ways of Being Co-op in daily workplace interactions with colleagues, students and parents.
* Adhere to the academy’s policies and work to agreed standards of performance.
* Attend and participate in training events both for personal CPD and to support the wider staff’s development.
* Participate in project teams, including undertaking school improvement project work as required.
* Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns.
* To carry out any other reasonable request as and when required.
* Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities.
* As pupil needs change, roles will naturally evolve. Job descriptions will be reviewed with jobholders and updated periodically to reflect this.
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| Personal attributes required (based on job description): |
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| Attributes | All attributes are essential, unless indicated below as ‘desirable’ | How measured:Application form (A)Interview (I)Written task (W) |
| Qualifications* Good level of numeracy & literacy (GCSE English & Maths)
* Degree level qualification in relevant subject area, or equivalent knowledge and experience
* This post requires an enhanced DBS disclosure
 | Essential | AAA |
| Experience* Ability to build effective relationships with staff and to maintain managerial responsibilities in this area in support of the relevant SLT member.
* Ability to manage relationships in a complex campus setting
* Able to give examples of supporting colleagues through attendance management processes
* Ability to demonstrate compliance with HR processes
* Ability to demonstrate experience of acting in a self-directed way whilst ensuring adherence to policy and communicating effectively with stakeholders
* Experience of a similar role
 | Desirable | IIWAIA |
| Skills, Ability, Knowledge* Ability to synthesise information and provide analysis to support leaders making difficult decisions
* Effective self-organisation skills and the ability to organise the work
* Knowledge of how to use data to monitor outcomes in key areas of focus
* Excellent communication skills
* Ability to prioritise and manage workload against key outcomes and in a pressurised environment
* Ability to deal with sensitive issues in a supportive and effective manner, maintaining confidentiality at all times
 | Desirable | AAWIAA |
| Systems and processes* Experience of working collaboratively in partnership with senior managers within a school environment
* Able to plan and allocate work effectively
* Knowledge of Co-op Trust policy and leadership handbook
* Keeping children safe in Education
 | Desirable | AAII |

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority.

This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. Appointment to this post is subject to an enhanced DBS disclosure and pre-employment checks.