

## BARDFIELD ACADEMY – WELLBEING MANAGER

Contract:	Fixed Term until 31/08/2027
Hours per Week:	28 hours 30 minutes per week
Scale:	Scale 7, Point 19-24 (Depending on experience)
Salary:	£20,603.38 – £22,756.83 (Depending on experience)
Application Closes:	Midday Wednesday 7 <sup>th</sup> January 2026
Interview Date:	Week Commencing 12 <sup>th</sup> January 2026
Start Date:	ASAP after interviews

### Connect, Support and Lead – Wellbeing Manager Wanted!

Are you a compassionate and proactive **Wellbeing Manager**? Bardfield Academy, part of the South Essex Academy Trust (SEAT), is seeking two dedicated, organised and empathetic Wellbeing Managers to join our team.

At SEAT, we believe in **belonging, compassion, curiosity, and empowerment**—values that shape our commitment to excellence in education. In this role, you will lead and coordinate wellbeing initiatives across the school, provide support to pupils and staff, and help to create a positive and inclusive environment where everyone can thrive personally and academically.

You will be required to work 28 hours 30 minutes per week; Monday to Thursday 9:00am to 3:30pm and Friday 9:00am to 2:00pm, term time only.

### What's in it for you?

- A supportive and inclusive work environment where you're truly valued
- A **Leadership Academy** to fuel your professional growth
- A strong focus on **staff well-being** through our Employee Assistance Programme
- The chance to be part of a committed, forward-thinking team that empowers both pupils and colleagues

If you're ready to make a real impact and take the next step in your career, we'd love to hear from you!

### Apply now and be part of something amazing!

If you would like to apply for this position, please click the following link to access our application form: [Career Opportunities – South Essex Academy Trust \(seacademytrust.co.uk\)](https://seacademytrust.co.uk/career-opportunities).

Once completed please send to [recruitment@seacademytrust.co.uk](mailto:recruitment@seacademytrust.co.uk) along with your Recruitment Monitoring Information form. Please take care to complete the application in full as incomplete applications will not be considered.

At the South Essex Academy Trust, we celebrate diversity and are committed to creating an inclusive environment where everyone feels valued and respected. We welcome applications from all backgrounds and actively promote equality of opportunity for all.

Bardfield Academy is dedicated to safeguarding and promoting the welfare of children and expects all staff to uphold this commitment. We adhere to safer recruitment practices, and all appointments are subject to satisfactory DBS certification and references.

We encourage early applications, as this vacancy may close sooner than the advertised deadline.

**Job Description and Person Specification below**

**JOB DESCRIPTION**

<b>Job Title</b>	<b>Wellbeing Manager</b>
<b>Grade</b>	Scale 7 Point 19-24
<b>Reports to</b>	Head Teacher
<b>Responsible for</b>	Leading and Managing Social, Emotional and Mental Health needs with pupils, staff and parents
<b>Liaison with</b>	Staff including Senior Leadership Team, other agencies, parents and pupils, as required
<b>Job Purpose</b>	<p>You will play a key role in promoting pupil wellbeing by providing direct support to pupils with social, emotional and mental health (SEMH) difficulties, as well as working closely with their parents and carers to complement the support provided in school. A central part of the role involves fostering and maintaining positive relationships between school staff and families, encouraging the consistent use of personalised strategies both at school and at home. The Wellbeing Manager will also be responsible for establishing and coordinating links with external agencies involved in supporting pupils with SEMH needs. In addition, the post holder will lead on promoting good practice across the school in relation to SEMH and may be required to deliver training to staff and parents where appropriate.</p>
<b>Principal Accountabilities</b>	<p>Responsible for leading and delivering targeted support for pupils with social, emotional and mental health (SEMH) needs, working closely with families, school staff, and external agencies to remove barriers to learning and promote pupil wellbeing. The role also involves strengthening home-school relationships, supporting safeguarding processes, and building staff and parent capacity through guidance, training, and effective collaboration.</p>
<b>Duties</b>	<p><b>Social, Emotional and Mental Health (SEMH) Support</b></p> <ul style="list-style-type: none"> <li>• Lead on and carry out a range of interventions with individuals or groups of pupils to support their social, emotional and mental health needs.</li> <li>• Encourage the inclusion of pupils with SEMH needs in a mainstream setting by modelling and demonstrating a variety of engagement strategies.</li> <li>• Measure children's progress in SEMH and report outcomes to staff and the Senior Leadership Team (SLT).</li> <li>• Participate in the evaluation and review of agreed support strategies in conjunction with other school staff.</li> <li>• Liaise with specialist teachers and counsellors to ensure support plans are actioned and agreed outcomes are achieved.</li> <li>• Make a practical contribution to the implementation of Pastoral Support Plans and Consistent behaviour Management Plans for vulnerable pupils.</li> <li>• Attend meetings relating to behaviour or exclusion as required.</li> <li>• Contribute to the creation of Personal Education Plans (PEPs) for Children in Care and liaise with parents/carers accordingly.</li> </ul> <p><b>Safeguarding and Child Protection</b></p> <ul style="list-style-type: none"> <li>• Carry out safeguarding duties as a Designated Deputy, including monitoring concerns and feeding back to senior leaders.</li> <li>• Attend regular safeguarding meetings to report on case progress.</li> <li>• Be aware of and work within service policies relating to Inclusion, Child</li> </ul>

	<p>Protection, and physical contact with pupils.</p> <ul style="list-style-type: none"> <li>Attend One Plan meetings and strategy meetings with staff, external agencies, and parents to support safeguarding and inclusion outcomes.</li> </ul> <p><b>Attendance and Behaviour Monitoring</b></p> <ul style="list-style-type: none"> <li>Work closely with the Attendance Leader and Attendance Advisor to plan and implement strategies to improve pupil attendance.</li> <li>Collate and analyse behaviour logs and provide feedback to staff and senior leaders.</li> </ul> <p><b>Family Engagement and Support</b></p> <ul style="list-style-type: none"> <li>Refer parents to external agencies and provide support throughout the referral and intervention process.</li> <li>Discuss with parents/carers, within the home context, support strategies aimed at developing positive behaviour across settings.</li> <li>Model personalised activities with parents/carers that help pupils develop problem-solving, listening, and social skills.</li> <li>Plan and deliver school-based workshops for parents/carers and staff as needed.</li> <li>Produce a variety of resources for pupils, parents, and staff to support personalised intervention programmes.</li> </ul> <p><b>Professional Collaboration and Communication</b></p> <ul style="list-style-type: none"> <li>Attend relevant meetings and in-service training sessions to remain up to date with developments in the field.</li> <li>Attend and contribute to multi-agency strategy meetings, case discussions, and review sessions.</li> </ul> <p><b>Classroom Support and Cover</b></p> <ul style="list-style-type: none"> <li>Cover classes in the absence of the teacher on an ad hoc basis as required.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>Attend relevant training and take personal responsibility for own CPD.</li> <li>Attend relevant school meetings as required.</li> <li>Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.</li> <li>Contribute to the overall ethos/work/aims of the school.</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

## Person Specification for Wellbeing Manager

1. Qualifications and Experience	Essential	Desirable
Experience of working with children in an education, health or social care environment.	✓	
Recent professional training in behaviour management and/or parent/carers support.	✓	
Good working knowledge of policies relating to behaviour, inclusion and SEND.	✓	
NVQ level 4 in English and Maths or equivalent.	✓	
Ability to use ICT communication and administrative systems effectively.	✓	
2. Communication	Essential	Desirable
Ability to write detailed and complex reports, plans and letters.	✓	
Ability to use clear language to communicate information unambiguously.	✓	
Ability to listen effectively.	✓	
Specialist language and communication skills if appropriate	✓	
Ability to negotiate effectively with adults and children and to exercise influence.	✓	
3. Working with children	Essential	Desirable
Ability to demonstrate a range of highly effective behaviour management strategies.	✓	
Detailed knowledge of SEND strategies and policies, including One Plans etc.	✓	
Knowledge and experience of developing personalised programmes for specific children.	✓	
Ability to create and deliver training and workshops for parents/carers and staff.	✓	
Excellent understanding of child development and learning processes.	✓	
Ability to assess progress and performance and recommend appropriate strategies to support development and inclusion.	✓	
Understand and support the importance of physical and emotional wellbeing.	✓	

4. Working with others	Essential	Desirable
Ability to make a proactive contribution to the work of the team supporting children, their families and carers.	✓	
Ability to work with parents and carers to improve support for children.	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults.	✓	
Ability to make a distinctive contribution to the work of the team.	✓	
Contribute to the development and implementation of the effective systems to share and safeguard information.	✓	
5. Responsibilities	Essential	Desirable
Excellent organisational skills	✓	
Ability to remain calm under pressure.	✓	
Ability to manage and support the work of others.	✓	
Ability to plan and manage own time effectively.	✓	
Ability to meet deadlines.	✓	
Demonstrate a highly creative approach to supporting children and an ability to resolve problems independently.	✓	
6. General	Essential	Desirable
Display a strong understanding of equality issues	✓	
Good understanding of health and safety	✓	
Demonstrates a thorough understanding of, and the ability to implement effectively, child protection and safeguarding procedures.	✓	
Understand and comply with procedures and legislation relating to confidentiality.	✓	
Demonstrate a clear commitment to develop and learn in the role.	✓	
Ability to effectively evaluate own performance.	✓	