



## Mental Health Nurse

Full-Time/Part-time (min 0.6FTE)

Term-Time only

## Application Pack



**Woking  
College**



## Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1400 students drawing students from more than 60 different schools. Our very successful strategic focus has, for many years, been to create the very best environment for high quality of teaching and learning. Alongside this we place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey but we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in last year's staff survey 100% of College staff said they were proud to work at Woking College!

We have benefited hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block is currently under construction and we are well advanced in a community project with a £2m+ project to work collaboratively with an adjacent community centre to enhance our estate even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, possibly the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman  
Principal



*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.*

# The Role

The College requires a dedicated Mental Health Nurse to join our Heads of Year and safeguarding team to ensure our students are fully supported at College. We are looking for a full or part-time (minimum 0.6FTE) member of staff (term-time only) who can demonstrate experience in a similar role, understanding the mental health and emotional well-being issues for 16-19 year old students and can utilize a range of strategies to support their well-being.

We are looking for an exceptional candidate for this key role in the department, the successful candidate will be have good interpersonal skills to communicate with academic and pastoral staff, student services, parents and external agencies. We expect high performance from all our staff and are looking for an impressive individual to support College students. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Woking College aims to ensure equality of opportunity and a wide and varied curriculum for each individual in order that every student can become an effective learner, who is able to achieve their maximum potential. Student well-being is paramount to success. Vibrant, dynamic and highly responsive to the changing needs and experiences of young people, we are proud of our excellent pastoral curriculum and the exceptional care and guidance our learners receive. The pastoral department organises a range of activities which all students take part in, including an annual trip to Safe Drive, Stay Alive, Self Esteem workshops and drugs awareness presentations. Placed within our friendly and highly experienced pastoral management team, this role has developed as a result of growth in the college and increasing student numbers.

**Start Date:** As soon as possible

**Hours:** 37 hours per week. Term-time only (39 weeks per year).  
Part-time hours (minimum of 0.6FTE, term-time only)  
The College's core day is 8.30am to 4.00pm

**Salary:** Actual salary: £27,748 to £33,520 per annum (37 hours, term-time only)

Figures are based on Nursing Band 6: less than 2 years' experience: £32,306; 2-5 years: £34,172; 5+ years: £39,027pa (FTE).

Part-time hours (minimum of 0.6FTE, term-time only) paid pro rata to the figures above.



# Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Staff survey results for 2020 stated that:

- ✓ 100% of staff are proud to work at Woking College.
- ✓ 99% agreed that leaders are considerate of staff wellbeing.

- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere
- College laptop for teaching staff

## Benefits include:

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a new Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch)
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher's Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions

# Application & Selection

**Application forms** are available to download from our website: [www.woking.ac.uk/about/staff-vacancies/](http://www.woking.ac.uk/about/staff-vacancies/) Please note that CVs will not be accepted on their own.

**Completed applications**, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): [recruitment@woking.ac.uk](mailto:recruitment@woking.ac.uk)

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

**Closing date:** 9am, Thursday 1 September 2022

**Interviews:** to be held shortly after the closing date

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- a guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Informal meet with department members
- Task

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2021
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page (link above).



# Job Description

**Post Title:** Mental Health Nurse

**Responsible:** Assistant Principal

**Job Purpose:** To be a member of the Head of Year team and assist in the management of safeguarding and mental health referrals

## Job Responsibilities

1. To work alongside members of the Senior Leadership Team, Heads of Year, teachers and parents to promote the mental health and wellbeing of students; including supporting students experiencing suicidal ideation, very low mood, severe anxiety, obsessions and compulsions or self-harm and delivering specific time-limited interventions.
2. To conduct student consultations to identify issues and assess the risk of students with mental health concerns and produce safety plans and risk assessment reports based on your nursing assessments and observations.
3. To provide additional support to identified learners using a triage system and take immediate appropriate action, providing intensive short-term crisis management if required.
4. To provide wellbeing interventions, advice, guidance and support for students experiencing medium to long-term /enduring and/or complex mental health difficulties to enable them to succeed in College.
5. To work with staff leading on First Aid to risk assess students with significant medical concerns, especially where these include mental health aspects.
6. As one of the Deputy Designated Safeguarding Leads, to assist in the management of safeguarding referrals from students and parents as appropriate; to ensure that appropriate action is taken in emergency or crisis situations, records are kept in line with statutory safeguarding and child protection requirements and key members of staff are informed as appropriate.
7. Attend regular meetings as a key member of the Safeguarding Team.
8. To work with the Head of Student Wellbeing to further develop wellbeing services including providing advice and guidance on: sexual health, pregnancy, personal safety, wellbeing, self-care, driving safety, drug and alcohol abuse, healthy relationships, recognising abuse and sleep hygiene.
9. To work with relevant internal and external services including CAMHS and Surrey Children's Services, regarding student welfare in order to ensure an effective and holistic service delivery.
10. Work with the Heads of Year and Head of Student Wellbeing to ensure that generic information about mental health is readily accessible to staff, students and parents/carers.
11. To act at all times in accordance with the College's Equality & Diversity and Safeguarding policies.
12. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
13. To fulfil one's own responsibilities as a member of staff, in accordance with the quality standards of the College.
14. To take part in the training programmes provided by the College and agree to the process of professional reviews.
15. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

# Person Specification

## Mental Health Nurse

The person appointed will be expected to have:

- Hold a relevant qualification as a Mental Health Nurse.
- Demonstrate relevant experience in a similar role (evidence of current, valid registration to practice required).
- Understanding of mental health and emotional wellbeing issues for 16-19 students and ability to utilise a range of strategies to support wellbeing.
- Have experience and expertise in assessment of mental health needs and assessment of risk and a commitment to effectively monitoring, managing and reducing risk.
- Have an awareness of the context of the College environment and its goals and ethos.
- Have knowledge and understanding of the range of mental health services available, including local mental health service provision.
- Knowledge of Safeguarding (Keeping Children Safe in Education) and ability to maintain confidentiality in dealing with sensitive issues.
- Good interpersonal skills: strong communicator in a range of contexts e.g. 1-1 with students, online, on paper, in training/presentations to large groups.
- Positive approach to working with a network of partners; academic & pastoral staff, Student Services, Parents, external agencies.
- Ability to work under pressure dealing with tasks logically and problem solving.
- The ability to prioritise and manage tasks independently within a team environment.
- A willingness to work flexibly and assist others when requested.