



Wellbeing Mentor Job Description

Post Title: Wellbeing mentor

Reporting to: Senior Leadership Team

Salary: 19,000-22,000 dependant on experience

Contract: Full-Time, Permanent

Start Date: Immediate (01/06/2026) **and** September 2026

School: Phoenix Bay

Location: Seale Hayne, Newton Abbot

About Phoenix Bay

At Phoenix Bay we work with children who need education to feel safe, relational and meaningful before it can be academic. Our approach is trauma-informed, restorative and rooted in high expectations, consistency and care.

Job Purpose

The Wellbeing Mentor will work under the guidance of the class teacher and leadership team to support the social, emotional and behavioural development of students with additional needs, including SEMH.

Key responsibilities include:

- Supporting the planning and delivery of learning activities for individuals and small groups
- Providing emotional and behavioural support to enable students to engage positively with learning
- Helping to create and maintain a calm, safe and supportive learning environment
- Promoting inclusion and equal access to learning for all students
- Supporting the safeguarding and welfare of children and young people
- Designing, delivering and evaluating targeted interventions to support emotional regulation, behaviour and wellbeing
- Supporting individual learning plans in collaboration with teaching and support staff
- Planning and facilitating structured activities and games to support students during unstructured times

What We Can Offer You

- The opportunity to be part of a new and growing school community, with genuine influence over how the school develops and evolves
- A strong, happy and experienced staff team

- Access to high-quality CPD and training, including but not limited to:
 - Trauma-Informed Practice
 - Safeguarding (Level 3)
 - Prevent Training
 - Emotion Literacy
 - Understanding Adverse Childhood Experiences (ACEs)
 - Total Communication

Leadership & Management Responsibilities

- Support students' emotional and social development by modelling positive behaviour in line with school policy
- Work within legal and ethical frameworks, particularly in relation to safeguarding and child protection
- Carry out duties in accordance with health and safety legislation and school policies

Teaching, Learning & Outcomes

Support for Students

- Build strong, supportive relationships with students, acting as a positive role model
- Support students with additional and special educational needs effectively and sensitively
- Deliver targeted support programmes and contribute to setting individual education and wellbeing targets
- Encourage cooperative learning and positive peer interaction
- Support access to specialist provision where required
- Promote and uphold safeguarding responsibilities at all times

Support for the Teacher

- Work closely with the Principal and class teacher to support planning and delivery of the curriculum
- Support students' academic, social, emotional and physical development under teacher guidance
- Prepare and maintain learning environments, including specialist resources and equipment

Support for the School

- Contribute to the development and implementation of policies relating to safeguarding, SEN, inclusion, health and safety and data protection
- Attend meetings, training and professional development opportunities
- Accompany students on educational visits and off-site activities as required
- Provide pastoral care for students who are distressed, unsettled or unwell
- Adhere to all health and safety and risk assessment procedures

Curriculum Support

- Support the development of literacy, numeracy and ICT skills where appropriate
- Adapt resources to meet individual needs, interests and cultural backgrounds

Professional Partnerships

- Work collaboratively with teaching staff, support staff and external professionals to meet students' needs
- Contribute to inclusive practices that promote engagement, wellbeing and progress

Personal & Professional Development

- Engage fully in CPD linked to:
 - the development of Phoenix Bay
 - personal leadership skills
 - specialist pedagogical practice
- Keep up to date with national and local guidance relating to SEN, alternative provision and education

Other Professional Duties

- Undertake duties commensurate with the role as directed by the Principal
- Represent Phoenix Bay positively at local, regional or national events
- Work flexibly to meet the needs of the school while maintaining a healthy work–life balance
- Promote inclusion and equality of opportunity in line with school values

Person Specification

Essential

- Good literacy and numeracy skills
- Experience working with children or young people in an educational or support setting
- Experience working with children with additional needs
- Understanding of classroom roles and responsibilities
- Working knowledge of the curriculum and learning programmes
- Awareness of safeguarding procedures, policies and relevant legislation
- Ability to manage challenging situations calmly and effectively
- Strong interpersonal and communication skills
- Ability to build positive, respectful relationships with students
- Ability to observe, monitor and record student progress
- Ability to work collaboratively with staff, families and external agencies
- Confidence in IT use across a range of platforms

- Calm, patient and adaptable approach
- Resilient, reflective and solution-focused mindset
- Commitment to equality, inclusion and safeguarding
- Commitment to Phoenix Bay's vision and ethos
- Willingness to engage in ongoing professional development
- Willingness to work flexibly in response to need
- Enhanced DBS clearance

Desirable

- Experience of general administrative or organisational tasks
- Training in relevant learning or support strategies
- Recent experience in education, social care, health, youth work or voluntary sector settings
- First Aid qualification (or willingness to undertake training)
- Full driving licence

Safeguarding Statement

Phoenix Bay is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. This role is subject to an enhanced DBS check and satisfactory references.

How to Apply

To apply, please send your completed application form to hello@phoenixbay.co.uk.

For more information, visit www.phoenixbay.co.uk.

Join Phoenix Bay School — where we are more than just a school.