About us

Magdalene College is one of the ancient Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to junior members. There are around 600 undergraduate and postgraduate students, approximately 110 permanent members of staff, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

Further information is available from the College’s website [http://www.magd.cam.ac.uk/](http://www.magd.cam.ac.uk/)

The College Welfare Team

The College provides support to students through the tutorial system led by the Senior Tutor. Tutors are supported by a wider pastoral team. All students are assigned a tutor to provide support on both practical and personal issues. Students may also consult a tutor other than their assigned tutor if they wish. The pastoral team includes the College Nurse, Chaplain, the Head of Operations (Student Services), and the Academic Office staff. The Rooms Tutor is also available for matters relating to student accommodation.

Magdalene College is seeking to appoint a new role of ‘Head of Student Wellbeing’ to strengthen student wellbeing, bringing together current good practices and developing new initiatives to provide effective student support.

![Role Summary Diagram]

**Role Summary**

**Responsible to:** The Senior Tutor/ Deputy Senior Tutor

**Purpose of Job:** The Head of Student Wellbeing works within the wider Academic Office supporting the wellbeing of the College’s students (undergraduate and postgraduate). The objectives of the role include: engaging with students on wellbeing matters (including triage, assessment of individual cases and, where appropriate, therapeutic support), developing and implementing a programme of wellbeing activities and events, and provision of support and guidance to Tutors and other pastoral team members.
Job Description

Main Duties and Responsibilities

Assessment, triage and referral of students

- Triage students to appropriate sources of support. This may involve 1:1 support from the Head of Student Wellbeing (including offering therapeutic support if required), referral to colleagues within the College, University services or local NHS provision.
- Carry out basic mental health assessment when appropriate, based on the University standardised assessment.
- Liaise with the Deputy Senior Tutor in cases of referral to the College’s external Clinical Psychologist.

Support and guidance to the College Welfare Team

- Be responsible for case management or coordination of student cases, liaising with relevant colleagues and services as appropriate. Subject to appropriate consent, ensure relevant members of the College Welfare Team are updated on cases on a timely basis.
- Assist the College Welfare Team response to individual student risk and crises, including ensuring an appropriate level of out-of-hours provision.
- Provide support and guidance to Tutors and pastoral team members on student wellbeing and referral routes.
- Design and implement, in consultation with Tutors, a clear pathway of internal referral routes to ensure students are supported appropriately and in a way which is understood by students and the College Welfare Team.
- Line manage and collaborate with the College Nurse in supporting student wellbeing.
- Develop appropriate Mental Health and Wellbeing training plans for relevant Welfare Team members, other student facing staff and student welfare representatives.

Supporting the wellbeing of the College’s students

- Design and implement, in consultation with students, a ‘Wellbeing Strategy’ promoting a culture of wellbeing for students.
- Analysis of the effectiveness of wellbeing activities and the wider tutorial system, mindful of the pressures and responsibilities of other members of the Welfare Team.
- Devise and implement a programme of events and activities which promote wellbeing and help students gain skills to manage challenging situations. The programme will include activities and events for students new to the College and form part of the Freshers week timetable.
- Engage regularly with the MCR and JCR welfare representatives and College Welfare Team to address mental health and welfare concerns.
- Support student-run peer to peer support initiatives, ensuring appropriate levels of training.
- Working closely with the University services ensuring best use of resources available.

Other responsibilities

- Have oversight of released ‘Student Support Documents’ (SSDs) to ensure identified relevant recommendations are in actioned and being the primary point of liaison with the University Disability resource Centre Services.
- Take on the role of College Safeguarding Officer ensuring relevant policies are in place.
- Contribute to developing the College strategy on supporting students who have experienced sexual assault and harassment, promoting Equality, Diversity and Inclusivity, and the College duty to have due regard to prevent people from being drawn into terrorism (PREVENT).
- Keep up to date with developments, resources and best practice in student welfare and wellbeing.
- Undertake relevant training and development for the role.
- Any other duties appropriate to the role.
Person Specification

Without being too prescriptive, it is expected that the successful candidate will have a broad range of relevant sector experience, skills and knowledge to carry out the role successfully.

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<th>Education/Qualifications</th>
<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<tr>
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<td>Educated to Degree Level or equivalent</td>
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<td>Hold a recognised qualification in mental health (current registration with a relevant professional/regulatory body), or at least 2 years’ experience of working in a mental health role</td>
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<td>Experience</td>
<td>Working with young adults</td>
<td>Previous experience working with young adults in a similar role within Higher Education</td>
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<td>Working with confidential and sensitive personal data and information</td>
<td>Undertaking standardised mental health assessments</td>
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<td>Working in mental health services, welfare or counselling</td>
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<td>Skills and Knowledge</td>
<td>Knowledge/insight into the challenges students face within the HE sector</td>
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<td>Excellent interpersonal skills with a high level of proficiency in verbal and written communication</td>
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<td>Understanding of duty of care and data protection including for sensitive personal data</td>
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<td>Ability to develop and implement suitable wellbeing programmes and design systems of data collection to measure effectiveness of wellbeing provision</td>
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<td>Excellent IT skills including Microsoft Word and Excel</td>
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<td>Personal Attributes</td>
<td>Ability to work with a wide range of people remaining calm and professional</td>
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<td>Resilient and enthusiastic, with the confidence to exercise judgement and use initiative</td>
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<td>Well organised with the ability to work with an attention to detail and with a methodical approach</td>
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<td>Willingness to work flexibly and a collaborative approach</td>
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Remuneration and Benefits

Remuneration
The salary is £46,000-£48,000 per annum subject to experience and qualifications.

Hours of Work
This is a new, important role for the College and we want to ensure the post holder has sufficient time to undertake all the different elements. Full time hours are 36.25 a week; the College is happy to consider applications from people who would like to work full time or work flexibly (part-time work, compressed hours, flexitime around core hours, etc) and to work with the postholder to find the most appropriate work pattern. It is expected however that the Head of Student Wellbeing will be available to students and members of the Welfare Team for in-person meetings for agreed core hours of the working week.

Holidays
The College offers full time members of staff 33 days leave a year, including bank holidays. This is pro-rata for those who are not full time.

Pension
The post holder will join the College’s auto enrolment pension scheme with generous additional contributory options on completion of probationary period.

College Facilities for Staff
Staff are able to use the College gym (shared with students) which consists of a basic weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters’ Lodge. Basketball, tennis and volleyball courts along with football astro pitches can be booked through St John’s College.

Magdalene is registered with Cyclescheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters’ Lodge.

The College has a social committee which runs events for staff, including the annual day trip which is open for all staff to attend.

Meals
All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £5.90 per day which equates to over £1300 per year for those working in College 5 days a week.

Family Friendly policies
The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the staff handbook.

Staff are eligible to use the Tax Free Childcare scheme recently introduced by the government to replace Childcare Vouchers.

Probationary Period/Notice
There will be a six month probationary period. Upon successful completion of the probationary period, the notice period will be three months.
How to Apply
Please download and complete both parts of the application form from https://www.magd.cam.ac.uk/about/vacancies/non-academic.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Enquiries
Further enquiries about your application may be made by email to academicoffice@magd.cam.ac.uk

Closing Date
9am Monday 5th September 2022

Interviews
Will be scheduled mid-September 2022