

# Mental Health and Wellbeing Officer

## Job specification pack



# Welcome to Big Creative Academy

Big Creative Academy (BCA) is a specialist creative arts college for 16-19 year olds based in Walthamstow, E17.

Our intent is to provide young creatives from diverse backgrounds with the entrepreneurial skills and academic knowledge to have a powerful impact in the creative industries.

Through access to higher education and the development of cultural capital we will provide students with the attitude and resilience to succeed.



As an organisation we provide a supportive, developmental environment with a creative and innovative approach to education. Choosing to work for BCA will enable you to be part of a successful organisation that offer a good work-life balance to all employees, which includes a flexible working approach, a friendly, positive and purposeful working environment, and plenty of opportunities for social interaction between colleagues

We are a values-led organisation, award-winning in equality, diversity, and inclusion and a best practice college for LGBTQ+. We work with integrity and passion, and are fiercely committed to creating a truly meaningful work environment, where individuals are empowered with the

tools, technology, and training to unleash their full potential.

This is an exciting time to join BCA. We moved into our £21m new building in January 2021 with all new industry-standard studios and equipment. We are expanding to launch the new Fashion Futures Studio in September 2023.



We have 440 young people per year enrolled onto our Level 3 vocational programmes, and learners take qualifications in maths and English if needed. We have a job centre on site for learners and a sister organisation, Big Creative Training, offering apprenticeships. Progression outcomes for students are filling local skills needs for a growing creative arts sector.

The majority of our staff are dual practitioners, teaching their professional craft. This makes BCA an innovative environment in which to work. Together with our industry ambassadors and patron, Emeli Sande, all of our programmes are industry led and forward thinking.

### Benefits of working for BCA

- Flexible Fridays, half day, to provide work-life balance
- Employee assistance programme
- Research-based professional development
- Supportive, caring and developmental environment with full staff wellbeing programme
- Excellent career development opportunities and performance recognition
- Staff social events
- Gym facilities for staff use
- Cycle to work scheme



#### **Sacha Corcoran, MBE (Principal)**

I'm really proud of the team at Big Creative Academy all working together to provide the best education possible for our learners. Our values are incredibly important to us and we look forward to welcoming you into the Big Creative family.

**– Kindness – Respect – Inclusivity – Authenticity – Integrity –**

# What our learners and graduates say...

96% of learners at BCA say their overall experience is good. Here's what they had to say...

*"The teachers always find time to help."*

*"I love the small class sizes, and the fun environment created."*

*"I get to do something I love with other people who have the same interests as me."*



*Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.*

Georgia



*If it wasn't for BCA there's no way I would have become the person I am today. Thanks for helping me find myself!"*

Amani

# Job Description & Person Specification

## Post Title: Mental Health and Wellbeing Officer

- Salary: £30,257 FTE, £21,228 pro rata
- 28 hours (4 days), TTO (38 weeks)
- Weeks: Term Time Only (38 weeks)
- Start Date: September 2026
- Reporting to: DDSL and Mental Health Lead
- Location: Big Creative Academy, Clifton Avenue, E17 6HL

### Purpose of the role:

To provide a high-quality professional mental health support service; responding to social, emotional, behavioural or educational concerns. To work with a varied case-load, supporting students with EHCPs/ additional needs, who are looked-after or care-leavers, students at-risk of failing their course and any other BCA student who requires support with their mental wellbeing. To promote the safeguarding and wellbeing of students with a particular focus on SEND learners with a SEMH need. To work with students regularly on a one-to-one basis to identify areas of difficulty and work holistically to develop strategies that support the promotion of their mental wellbeing and continuation of their course of study.

### Principal Accountabilities:

- To be the first-point of call for students who are experiencing mental health difficulties/crisis.
- To deliver the Academy's mental health strategy and contribute to relevant policies.
- To work with the DSL and student services team (wellbeing, welfare, SEND) to ensure that students with poor mental health are identified and supported.
- To work with the Mental Health Lead and Deputy Director of Mental Health to develop a clear referral process.
- To provide data around mental health concerns, interventions and impact of support at regular intervals to the Director of Student Services and to work with students to measure the impact of interventions by issuing and analysing mental health questionnaires.

### Key Tasks:

- Provide appropriate and timely mental health support to our cohort of students at Big Creative Academy.
- To meet with students on a regular one-to-one basis to support them in overcoming any mental health difficulties, ensuring that support is relevant and appropriate to their needs.
- To research and implement mental health strategies that can be used in one-to-one sessions with learners that speak to their needs.
- To work with students to develop holistic support strategies for those who are experiencing poor mental health, ensuring that one-to-one sessions are booked regularly.
- To work with students to develop solution-focused outcomes that promote their mental health and support their ability to stay in education.
- To inform support plans with BCA SENCO for students with social, emotional and mental health needs and/or EHCPs.

# continued...

## Personal Competencies :

- Valuing Equality and Diversity
- Working with People; Team Working, Communication
- Results Focused; Driven to Achieve Excellence, Technical Skills & Professionalism
- Focus on Delivery; Organisational Awareness, Customer/Student Focus
- Self Motivation; Adaptability & Flexibility, Accountability
- Assertive with ability to show initiative.

## Key Relationships:

The postholder will need to form effective and co-operative working relationships, in particular with: Director of Student Services, Deputy Director of Student Services & ALS Team • Safeguarding Team • Managers & Teaching staff within Departments • Parents and Carers. • Client Services Team • Representatives from external bodies, in particular Local Authorities, Mental Health Services and Exam Awarding Bodies.

## Expectations of the Post Holder:

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College's annual planning and staff performance review processes and budgetary constraints and:

- Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices.
- Adhere to and actively promote the College's Safeguarding policy and procedures, and undertake mandatory Safeguarding Training.
- Adhere to and actively promote the College Group's Prevent Agenda
- Plan and deliver holistic group sessions for particularly vulnerable cohorts of learners (SEND, looked-after-children/care-leavers, young carers, LGBTQIA+ etc) around resilience, emotional regulation and mindfulness.
- To liaise with parents/carers when appropriate to share any concerns and to promote the mental health and wellbeing of students who are needing support.
- To provide support in a manner which facilitates the student's cognitive development by removing barriers to learning.

**This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.**

1. All new employee at Big creative Academy, will receive a 3 to 6 months' probation period.
2. The post holder will be expected to carry out all duties in the context of and in compliance with the Academy's Equal Opportunities Policies.

# Person Specification

## A – Application I – Interview

| ATTRIBUTES                                                                                                                                                                            | REQUIRED | DESIRABLE | METHOD OF ASSESSMENT |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|----------------------|
| Education and Qualifications                                                                                                                                                          |          |           |                      |
| Must have experience in Safeguarding and have completed Level 2 Safeguarding training                                                                                                 |          | X         | A and I              |
| Must have training in Mental Health first aid                                                                                                                                         |          | X         | A and I              |
| Must have worked with children and or adolescents around mental health and wellbeing                                                                                                  | X        |           | A and I              |
| Knowledge and Skills                                                                                                                                                                  |          |           |                      |
| Experience of working with young students and their families in a multicultural environment                                                                                           |          | X         | A                    |
| Relevant work experience including providing mental health support to young people                                                                                                    | X        |           | A                    |
| Must have strong communication skills both orally and in writing                                                                                                                      | X        |           | A and I              |
| Knowledge of issues affecting young people as creatives                                                                                                                               |          | X         | A                    |
| Must have experience working in Safeguarding within Education, as well as having clear knowledge on the referral process to Early help, multi agency safeguarding hubs and the police |          | X         | A and I              |
|                                                                                                                                                                                       |          |           |                      |
|                                                                                                                                                                                       |          |           |                      |
| Experience                                                                                                                                                                            |          |           |                      |
| Experience of using, setting up, maintaining and developing administrative systems.                                                                                                   | X        |           | A                    |
| Must have experience supporting students with a range of complex needs including Autism/ADHD                                                                                          | X        |           | A and I              |
| Commitment                                                                                                                                                                            |          |           |                      |
| The ability to work effectively with colleagues to achieve service aims                                                                                                               | X        |           | A                    |
| Attention to detail in communication and planning.                                                                                                                                    | X        |           | A                    |
| Ability to problem solve and show initiative in role                                                                                                                                  | X        |           | A and I              |

### How to apply

To apply you must complete the application form on our website and send to [bca-hr@bigcreative.education](mailto:bca-hr@bigcreative.education). This must include a supporting statement that evidences your experience matched to the accountabilities and person specification of the job role.

Closing date for application is **5<sup>th</sup> July 2026**

Interviews will be held on **w/c 13<sup>th</sup> of July 2026**

### Safeguarding

BCA operates safer recruitment practice in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.

### Warner Interviews

As a values led organisation we conduct Warner interviews as part of our recruitment process. These are designed to help us understand your own values and motivation for working with the specific cohort of young people we serve. We recommend that you research this interview technique should you be invited to attend an interview.





# What our staff say...



*I like the progressive nature of the college and how we are always looking to expand and offer a more rounded experience for the learners.*

**The best part of my role is being able to make a positive difference to the lives of many, supporting our young people in seeing their potential.**

*There is fantastic communication between members of staff and the management team.*

**I feel supported and encouraged in my role, inspired to continue working to deliver high quality and engaging material.**

*The staff get on well with each other and work together positively to benefit the organisation.*

**Lovely working environment with a supportive team and great students.**

*What we do, individually, and overall, makes a huge impact on the lives of these young people and empowers them.*

**I like the collaborative culture and genuine care for staff, with time and energy invested.**

*BCA is a small organisation with a big heart and a great mission to develop learners from disadvantaged communities.*

**I am trusted by my manager to use initiative and develop my area as I see fit. I feel trusted and valued in my ideas and opinions.**

*The environment at BCA is a huge stand out to me. The staff are diverse so it makes me feel very comfortable at work.*

**The absolutely fantastic team of staff that I work with – we all come from different walks of life yet share the same creative interests and goals in improving learner's experience and their lives in general.**

*The community feel to our college is second to none.*



To find out more about BCA and our approach to education please visit <http://www.bigcreative.education/>

Big Creative Academy was rated “outstanding” by Ofsted at our last inspection.

[Read the full report >](#)

### Useful links

[BCE promo video >](#)

### Socials

[Insta @we.are.bce](#)

[Twitter: @we.are.bce](#)



BCA is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.

[bigcreative.education](http://bigcreative.education)

