

CIRENCESTER KINGSHILL SCHOOL

JOB TITLE: Emotional Support Worker

LOCATION: Cirencester Kingshill School - 11 - 16 Secondary School.

HOURS: 31 hours and 15 minutes a week at the following times (not including unpaid break):

8.30am – 3.15pm, Monday – Friday to include a 20 minute paid break (if working more than 4 hours a day) and a 30 minute unpaid lunch break at times to be agreed with your Line Manager.

GRADE: F

RESPONSIBLE TO: Responsible to the Emotional and Behavioural Support Manager and through the Emotional and Behavioural Support Manager, to the Head of Special Educational Needs and Inclusion, Headteacher and Governors.

JOB PURPOSE: To assist in the support and integration of children with Emotional and Social Needs within the school.

KEY TASKS:

SUPPORTING THE PUPIL

1. Assist with the development of emotional and social support programmes differentiated for individual pupils' needs.
2. Mentor individual pupils to develop their emotional resilience.
3. Assist with the identification of small groups of pupils with similar needs. Assist with the planning, delivering and evaluating emotional support programmes, specifically working on developing emotional intelligence.
4. Develop and maintain a bank of resources to help pupils manage their emotions.
5. On a termly basis assist with evaluating progress pupils have made towards successfully employing those strategies. Use these evaluations to prioritise the needs of individual pupils.
6. Where relevant liaise between Pastoral staff and outside agencies to ensure appropriate and targeted signposting to other professional support.
7. Where appropriate, communicate and work with parents to help develop strategies to support pupils.

SUPPORTING THE TEACHER

1. To provide regular feedback to pastoral staff on strategies suggested.
2. Where appropriate, observe pupils in lessons/social times and provide feedback to pupils and staff.
3. Liaise with Heads of Key Stage where any safeguarding concerns may arise.

QUALIFICATIONS/EXPERIENCE REQUIRED

The post holder must be qualified to a minimum level of GCSE Grade 4 (C) in English and Mathematics (or above) or hold a relevant equivalent qualification.

Experience of working with and an empathy for secondary age pupils is necessary.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your Line Manager or the Headteacher.

Other Conditions

Holiday entitlement

The post is part time, term time, excluding Inset days which totals 43.41 weeks of the year. This includes 24.5 days paid holiday rising to 29.5 days after 5 years continuous service plus statutory holidays. Holidays must be taken during the school holidays.

Claims/Time off in Lieu

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

Resignation

A resignation period of 1 month is required.

Disclosure & Barring Service

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case will be reviewed before 1.4.22.

Post Holder Sign: Date:.....

Please print your name.....

Line Manager Sign..... Date:.....

Please print your name

October 2021