

JOB DESCRIPTION

JOB TITLE	Hub Lead: ESBA & SEMH Project Lead
EMPLOYER	The University of Brighton Academies Trust
LOCATION (Academy)	The Hastings Academy
SALARY AND WORKING HOURS	Single Status Grade 8 37 hours per week Term Time Plus
RESPONSIBLE TO	SENDCo / Assistant Principal
RESPONSIBLE FOR	Behaviour / Transition Learning Support Mentor
MAIN PURPOSE OF THE JOB	To improve the learning outcomes of the most vulnerable learners in the academy through bespoke packages, aligned to meet SEND

MAIN TASKS / KEY RESPONSIBILITIES

1	To develop bespoke curriculum programmes to address Emotionally Based School Avoidance and Social, Emotional and Mental Health Difficulties within the learning environment
2	To develop differentiated learning resources to meet students' Special Educational Needs and / or Disabilities
3	To lead in the development and implementation of personalised student programmes to ensure students' progress
4	To review data related to student progress and to adapt programmes to ensure students' progress
5	To conduct baselines assessments to identify core needs
6	To oversee the provision of identified students
7	To ensure that innovative programmes meet the needs of the students identified
8	To collaborate with and support staff in implementing strategies and upskilling accordingly
9	To liaise with parents, carers, external agencies, school staff and students, as required
10	To undertake tasks supporting KS2-KS3, KS3-KS4 and KS4-KS5 transition for the relevant students

11	Maintain accurate and up to date records relating to intervention and impact
12	Monitor and co-ordinate reintegration programmes of all the students to ensure a successful transition into mainstream provision.
13	Communicate, expeditiously, with key staff and other audiences in all matters relating to students on caseload
15	Manage day-to-day provision of EBSA and SEMH work with the students
16	Development of identified areas of the academy's improvement plan
17	Log daily progress of students in relation to SEMH and EBSA targets
18	Input progress data into SIMS in line with the academy's scheduled data captures
19	Write ongoing reports for all students in line with the academy's assessment, recording and reporting system
20	To cover break and lunchtime duties as required
21	To carry out all activities in such a manner that data protection requirements are met and are in line with the Trust's policies for Health and Safety, and Equal Opportunities
22	To participate in professional development activities and performance management activities as required
23	To undertake other reasonable duties as directed by your line manager

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Additional Information

- All Support Staff posts within the Academy are subject to a one year probationary period
- This post is subject to a Disclosure and Barring Services (DBS) check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

The Brighton University Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.