

THE LEGACY LEARNING TRUST
BRECKON HILL PRIMARY SCHOOL

Job Description

Post Title:	LINK Provision Counsellor (SEMH Support)
Purpose:	<ul style="list-style-type: none"> To provide counselling and SEMH support for pupils within the LINK Provision, enabling them to regulate their emotions, overcome barriers to learning, and successfully access mainstream lessons alongside their peers.
Reporting to:	AHT for Inclusion and SEND
Responsible for:	The organisation and delivery of our LINK provision.
Liaising with:	Head/Deputy/Assistant Heads, teaching/support staff LA representative's external agencies and parents.
Working Time:	195 days per year. Full-time.
Salary/Grade:	Unqualified Teacher
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Pupil Support	<ul style="list-style-type: none"> Deliver 1:1 and small group interventions focused on emotional wellbeing and SEMH needs. Support pupils to develop coping strategies, resilience, and self-regulation skills. Help pupils reintegrate and succeed within mainstream classroom environments. Promote positive behaviour and emotional literacy.
Provision Work	<ul style="list-style-type: none"> Support the day-to-day running of the LINK Provision. Create a safe, nurturing and structured environment. Contribute to the development of intervention programmes and resources.
Collaboration	<ul style="list-style-type: none"> Work closely with teachers to support pupils' access to learning. Liaise with SENCo, pastoral staff, and leadership team. Engage with parents/carers to support pupil progress. Work with external agencies where appropriate.
Assessment & Record Keeping	<ul style="list-style-type: none"> Maintain accurate, confidential records of interventions and outcomes. Monitor and evaluate pupil progress. Contribute to reports and reviews.

<p>Quality Assurance:</p>	<ul style="list-style-type: none"> • To help to implement school quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of our behaviour approach and LINK offer in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. • To review from time-to-time methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
<p>Management Information:</p>	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. • To complete the relevant documentation to assist in the tracking of pupils. • To track pupil progress and use information to inform teaching and learning.
<p>Communications:</p>	<ul style="list-style-type: none"> • To communicate effectively with the parents of pupils as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
<p>Marketing and Liaison:</p>	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review days and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
<p>Management of Resources:</p>	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.
<p>Pastoral System:</p>	<ul style="list-style-type: none"> • To promote the general progress and well-being of individual pupils through strong relational practice. • To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • To evaluate and monitor the progress of pupils and keep up-to date records as may be required. • To contribute to the preparation of Action Plans and progress plans and other reports. • To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff. • To apply the Behaviour management systems so that effective learning can take place.

<p>Teaching:</p>	<ul style="list-style-type: none"> • To have high expectations of self and pupils to ensure the best outcomes for all. • To teach, pupils according to their educational needs. • To assess, record and report on the attendance in the provision, progress, development (SEMH) of pupils and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports. • To ensure good subject knowledge to ensure a high-quality learning experience for pupils which meets internal and external quality standards. • To plan well-structured learning which meet the needs of pupils. • Be able to adapt learning to meet the needs of all learners including those with a SEND, EAL, medical need. • To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the curriculum. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of pupils as required. • To give written/verbal and diagnostic feedback as required. • Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English. • Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment(SEMH). • Make accurate and productive use of assessment to secure pupils' progress.
<p>Other Specific Duties:</p>	

- To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage staff and pupils to follow this example.
- Be aware of, support difference, and ensure equal opportunities for all.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To continue personal development as agreed.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and pupils and to provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.