

**SAPIENTIA EDUCATION TRUST**

**FRAMINGHAM EARL HIGH SCHOOL JOB DESCRIPTION**

**Listening Service Lead – March 2021**

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| **Line Manager:** | Designated Member of SLT |
| **Salary:** | 18 – 20 (Support Staff Salary Scale) |
| **Working Pattern:** | Part Time (3 days per week TT plus 1) |

**JOB PURPOSE**

To provide a professional, appointment based Listening Service for students in all year groups.

**THE POST**

The listening Service Lead is responsible to the Headteacher for leading a professional, appointment-based service for young people across the school, taking into account the School’s mission statement and ethos. The Listening Service Lead will have responsibility for running the system, developing the referral process, plan and communicating actions and liaising with external agencies. The role will have responsibility for being a Mental Health Ambassador for the School.

Framingham Earl High School is a member of the Sapientia Education Trust (SET).

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The personal competencies expected of all support staff are:

* The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others.
* Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team.
* Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Listening Service Lead are:

* Have excellent organisational skills and be flexible in managing and executing workloads.
* Have excellent communication skills in person and in writing to respond to staff, parents, students and visitors.
* Able to work in partnership with a wide range of teaching and support staff members to deliver the service to the school and its students.
* Be able to work with minimal supervision, analyse and problem-solve.
* Be able to maintain confidentiality and committed to providing the best possible service to the staff, students and parents.
* Be able to conduct themselves in a confident, professional manner.

The qualifications and previous experience required for a Listening Service Lead are:

* A relevant qualification from a recognised awarding body would be desirable
* Youth Mental Health First Aid (or equivalent)
* Experience working with young people of secondary age

**JOB DESCRIPTION**

**GENERAL RESPONSIBILITIES**

The Listening Service Lead is responsible to the Headteacher for leading a professional, appointment-based service for young people across the school, taking into account the School’s mission statement and ethos.

The post-holder will be required to comply with Framingham Earl High School’s Code of Conduct for Staff and Volunteers.

Framingham Earl High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. He/She must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the schools’ programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**SPECIFIC RESPONSIBILITES**

* 1. Advise, support and mentor individual students referred to the service.
  2. Work with designated member of LT to develop the referral process.
  3. Liaise with students, families and staff to gain understanding of individual children’s needs and possible solutions.
  4. Plan and communicate actions to be taken by children or the School to support their wellbeing.
  5. Run a clear appointment-based system which clearly communicates time and venue for appointment.
  6. Develop and monitor risk assessments of individual children.
  7. Liaise with, and signpost, external agencies including children and adolescent mental health services.
  8. Act as a Mental Health Ambassador for the School
  9. Be part of the assembly rota and deliver annually information on the service for young people.
  10. Run, as requested, staff training on Mental Health and Wellbeing strategies to support young people.

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 respect and be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavor 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 following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**REMUNERATION**

Salary Details:

* Scale Points 18-20 of the Support Staff Salary Scale
* £24,982 - £25,991 FTE
* Pro Rata £13.008 - £13,776

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Framingham Earl High School employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**REVIEW**

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.