**Grange Community Nursery and Primary School**

**Emotional Support Lead Job Description**

**Job Title:** Emotional Support Lead

**Accountable to:** Headteacher

**Main Purpose**

To work closely with our Pastoral Manager to deliver emotional support interventions to our children and families.

**Main Responsibilities**

* To organise and deliver 1:1 bespoke emotional interventions to all children who need it.
* To organise and deliver small group work for children who need support with friendship, self esteem and building positive relationships.
* To work closely with families to meet their individual needs.
* To liaise with other members of staff to ensure that all children are receiving the support that they need.
* To take the lead when working with other agencies such as Mental Health Support Team and School Nurse.
* Take the lead on delivering social skills clubs at lunchtime.

**Competencies**

* Able to successfully work alone
* Make strong and supportive relationships with children and families.
* Develop working relationships with all staff.
* Be successful with regulating children
* Team working including commitment and flexibility
* Creating trust including skills of communication, respect and empathy
* Developing the potential of children

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| **Personal Attributes required****(on the basis of the job outline)** | **Essential (E)****or****Desirable (D)** | **To be identified by:****(eg application form, interview, reference etc)** |
| **Qualifications** |  |  |
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| At least a ‘C’ GCSE in Maths and English  | E | A/I |
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| **Experience** |  |  |
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| Experience of delivering emotional interventions to children. Experience of working with children who have experienced trauma. Experience of working with disadvantaged children and children with additional needs.  | EEE | A/I/R |
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| **Knowledge/skills/abilities** |  |  |
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| Ability to deliver emotional interventions to a range of children on a 1:1 basis and in small groupsAbility to communicate successfully with families, staff and other professionalsAbility to keep records and undertake necessary administration | EE | A/I/R |
| Ability to work as part of a team | E |       |
| Ability to manage resources | E |       |
| Good communication skills (oral and written)Good numeracy and literacy skills | EE |       |
| Ability to maintain confidentialityBasic knowledge of First AidAbility to make effective use of ICT (e.g. Word, Excel)Flexible attitude to workKnowledge of safeguarding procedures and how to escalate concerns appropriately.  | EDEDEE |  |
| **Other** |  |  |
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| Commitment to Equality and DiversityCommitment to Health and SafetyCommitment to continuing professional development.  | EEE | A/I/R |