**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. | E  E  E | 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 groups  Ability to communicate successfully with families, staff and other professionals  Ability to keep records and undertake necessary administration | E  E | 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 | E  E |  |
| Ability to maintain confidentiality  Basic knowledge of First Aid  Ability to make effective use of ICT (e.g. Word, Excel)  Flexible attitude to work  Knowledge of safeguarding procedures and how to escalate concerns appropriately. | E  D  E  D  E  E |  |
| **Other** |  |  |
|  |  |  |
| Commitment to Equality and Diversity  Commitment to Health and Safety  Commitment to continuing professional development. | E  E  E | A/I/R |