**JOB DESCRIPTION**

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| Job Title:  | **SEMH & Inclusion Coach/HLTA** | Salary: **Grade 4** |
| Location:  | **Meadow Park School** | Hours of work: **37 per week TTO plus 1 week** |

**Job Purpose**

To contribute to improving outcomes for students by providing support, guidance and supervision, with a focus on SEMH interventions.

You will support students through working in variety of settings from 1:1 to small group work, and work collaboratively with teachers, families and external agencies to ensure students achieve their full potential.. You will contribute to the work of the school in raising standards of attainment, improving attendance, reducing exclusions and promoting good standards of behaviour.

**Main Duties**

These will include:

* Identify students’ underlying needs/issues using a range of assessment tools, then provide mentoring/coaching to support students in addressing these needs/issues.
* Monitor individual students’ progress, achievements and development needs, in liaison with the Inclusion Manager
* Provide 1:1 and small group mentoring / coaching for students, with a focus on Social, Emotional and Mental Health (SEMH) interventions.
* Act as an advocate to identified students, taking a lead role in their support and progress through regular intervention and through liaison with other staff, parents/carers and relevant agencies.

**Job Responsibilities**

* Promote student independence in learning and the development of social and emotional skills, reinforcing students' self-esteem through praise and encouragement, setting challenging and demanding expectations and promoting independence.
* To establish and maintain contact with the families/carers of students receiving support in order to keep them informed about their needs and progress and to secure positive family/carer engagement.
* To develop as full a knowledge as possible of the range of agencies and activities which can be drawn upon to support vulnerable students.
* To encourage the young people to interact and work co-operatively with each other and engage all students in learning activities.
* To establish communication links with teachers, to ensure continuity is maintained for students.
* To encourage positive attitudes to students receiving support and a shared understanding of their needs within the school.
* To take part in all appropriate CPD and attend staff meetings as necessary.
* Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the Meadow Park School Health and Safety Policy.

To maintain confidentiality and ensure that all duties are undertaken in accordance with the General Data Protection Regulation (Data Protection Act 2018).

To carry out his/her duties in accordance with the equal opportunity and anti-discriminatory practices of the school.