

**Job title:** SEMH Intervention Co-ordinator

**Main purpose of job:**

To hold sessions with students in a safe and confidential environment. To encourage students to look at their choices and find their own way to make a positive change within their life. Supporting with reducing the barriers to attendance and working towards engaging in a full time return to an academy timetable.

**Department:** Attendance/Safeguarding

**Location:** Plume Academy

**Position reports to:** Maximising School Attendance Lead

**Position is responsible for:** N/A

**Length of contract:** Permanent, 37 hours per week; Term-Time Only, 38 weeks plus inset

**Salary:** Band 3, scale point 22 -25

### Key Responsibilities and Accountabilities

**Main Duties:**

- assist students in understanding and overcoming social, behavioural or academic problems
- provide group or individual counselling to address the needs of students in a confidential setting
- evaluate students' academic/career plans and assist them in setting realistic goals
- monitor and observe students to identify and address personal, emotional or social issues
- assist with the referral of students to external agencies for continued support with a clear plan of individual need addressed within line management meetings
- consult with parents, carers and staff to highlight students' needs and discuss strategies necessary for improved social and academic performance
- to create a plan of intervention for students, both individually and in groups, to ensure that students are supported with reducing the barriers to their learning
- plan and organise classroom counselling sessions to address career, academic, and personal development issues among students
- in conjunction with the Line Manager, develop and implement academy counselling programs effective in meeting students' needs
- prepare students for transition to higher institutions and colleges
- conduct student assessment and maintain robust electronic records



- guide and support academy staff in implementing academy advisory programs
- consider students to be offered and agreed support through line management meetings
- write up notes at the end of the day for appointments held and reflection notes
- complete any tracking via my concern and for any safeguarding issues to be advised to the ADSL/DSL
- to work with attendance to improve the attendance of individuals by supporting with their SEMH needs and requirements
- to assist with attendance where required with home visits
- to complete work with students both on and off site
- ensure that training is agreed via line management and that BACP registration requirements are adhered to for CPD purposes
- consider other requirements such as assisting with the regulated student counsellor programme via line management.

### **General**

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**

**Date of next review:** Annually in line with the PMR process.

<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Educated to Level 3 standard of education with BACP qualification or equivalent	✓	✓
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of successfully managing whole academy issues and initiatives	✓	
Experience of managing staff and students to resolve conflict	✓	
Experience of responsibility in a pastoral area	✓	
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	