

<b>POST TITLE:</b> Social, Emotional and Mental Health (SEMH) Manager	<b>GRADE:</b> 6; SCP 18-23
<b>RESPONSIBLE TO:</b> Assistant Headteacher – Director of Inclusion	

**Responsible for:** The day-to-day management and supervision of SEMH provision, interventions and staff engaged in this provision across Wellsway School and IKB Academy

**Purpose of role:** The Social, Emotional and Mental Health Manager will lead, coordinate, deliver and evaluate a range of interventions which support vulnerable students, including Looked After Students and Pupil Premium students, ensuring student engagement in access to learning and improved outcomes and aspirations.

As directed by the Assistant Headteacher – Director of Inclusion, the SEMH Manager will be responsible for the day-to-day, operational management of Vulnerable Child cases at Wellsway School and IKB Academy.

**Key Liaisons:** Futura Trust School staff and leadership teams  
Parents and students  
External agencies  
Visitors

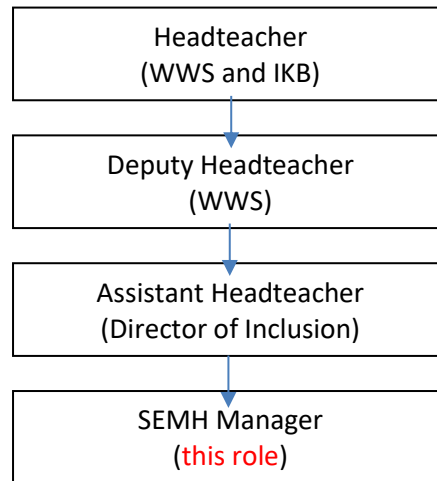
#### Key Accountabilities

- Lead, co-ordinate, deliver and evaluate a range of interventions which support vulnerable, including looked after students and Pupil Premium students, ensuring student engagement in access to learning and improved outcomes and expectations.
- Implement and “Flexible Learning Classroom” areas, with other staff as appropriate, and deliver appropriately targeted interventions for SEMH students who require a flexible approach to learning.
- Implement the THRIVE framework with vulnerable students and have a knowledge of attachment issues.
- Manage vulnerable young people through a range of strategies.
- Deliver a safe place for students who struggle with school attendance and work to reintegrate school-phobic students back to the classroom.
- Be enthusiastic and open to working in new and different ways.

#### Duties

- Manage and monitor the day to day running of flexible learning classroom areas
- Liaise with parents and outside agencies.
- Liaise with Heads of House and Learning Mentors
- Liaise with the Inclusion Team and Pastoral Lead (Assistant Headteacher)
- Liaise with the Attendance Improvement Officer
- Liaise with teaching staff in order to lead the learning and progress of vulnerable students.
- Deliver referrals to outside agencies as directed by the Assistant Headteacher – Director of Inclusion
- Work with identified students on a one to one or small group basis to support their educational and emotional progress.
- Develop and maintain a full knowledge of activities, courses, opportunities, organisations, and individuals that can be drawn upon to provide additional support or challenge.
- Represent the school at multi-agency meetings for vulnerable students. This may be as the lead professional.
- Work closely and with Looked After Children and in some cases attend the Personal Education Plan meetings.

## Structure



## Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concern.
- Remain vigilant to ensure all students are protected from potential harm.

## General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person Specification - SEMH Manager</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education/Qualifications</b>	
Good standard of education (3 x GCSE's – English C or above)	<b>E</b>
Education to A Level standard or equivalent	<b>E</b>
Degree level qualification	<b>D</b>
<b>Experience</b>	
Evidence of suitability to work with children and young people	<b>E</b>
Working in a front-line service e.g., education, social care, police, health, connexions	<b>E</b>
Working with challenging or vulnerable people	<b>D</b>
Experience of working with young people	<b>D</b>
Experience of coaching/mentoring	<b>D</b>
Working collaboratively as part of a team	<b>E</b>
<b>Behaviours</b>	
Evidence of suitability to work with children and young people	<b>E</b>
Working in a front-line service e.g., education, social care, police, health, connexions	<b>E</b>
Working with challenging or vulnerable people	<b>D</b>
Experience of working with young people	<b>D</b>
Experience of coaching/mentoring	<b>D</b>
Working collaboratively as part of a team	<b>E</b>
<b>Skills</b>	
Excellent interpersonal skills	<b>E</b>
Highly effective communication skills: ability to communicate with a wide range of people	<b>E</b>
Excellent organisational skills	<b>E</b>
Ability to empathise with children and young people	<b>E</b>
Excellent IT skills	<b>E</b>
Ability to prioritise and multitask	<b>E</b>
Experience of using school IT systems e.g., SIMS	<b>D</b>
Good presentation skills	<b>D</b>
Well-developed behavioural management skills	<b>E</b>
Sense of humour	<b>E</b>
<b>Attributes</b>	
Committed to the Futura Learning Partnership Trust aims	<b>E</b>
Committed to Equality and Diversity	<b>E</b>
Committed to own continuing professional development	<b>E</b>

**V1 - July 2024**