

**Job Description for SEND Emotional Wellbeing Coordinator**

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| Job Title: | SEND Emotional Wellbeing Coordinator |
| Contract Information: | Term Time plus 1 week – *which includes 3 training days for employees with under 5 years continuous service*  Permanent contract  37 hours per week, Monday to Friday with a 30-minute unpaid lunch |
| Responsible to: | SENDCO |
| Responsible for: | *Teaching Assistant Level 3 TA’s* |
| Terms & Conditions: | NJC, Support Staff Terms and Conditions |
| Salary Range: | NJC Grade 24 - 28  Starting scale point is dependent on experience |
| Other: | Up to 2 months’ notice period, depending on the pay point at time of leaving. |

**Background & Vision:**

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of Aspiration, Integrity and Respect.

Newhouse Academy is part of the Hollingworth Learning Trust family.

**Values:**

Our values are at the heart of what we do. These are:

**Aspiration** – Being ambitious and doing your best.

**Integrity** – Being honest and doing what is right.

**Respect** – Being considerate and thinking of others.

**Purpose of the job:**

The timetable for the Emotional Wellbeing Coordinator role will be a combination of out-of-class support, coaching and ~~l~~eading intervention sessions to improve the emotional wellbeing of SEND students. As an Emotional Wellbeing Coordinator you will line manage the Level 3 TA’s working closely with colleagues, offering support, coaching and guidance to the SEND department staff and teachers, supporting them to develop their knowledge of SEND and its application within the classroom and intervention sessions.

### ORGANISATIONAL CHART

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| Headteacher | |
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| SENDCO | |
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| SEND Emotional Wellbeing Coordinator | |

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| TA Level 3 |

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### CONTROL OF RESOURCES

### Personnel: Direction, support, supervision and motivation of self and any staff the post holder has line management responsibility for.

### Financial: n/a

**Relationships (internal and external):**

Internal: 1. Teaching and support staff within the school

1. Stakeholders of the school
2. Voluntary helpers
3. Students

External: 1. Parents/Carers

2. Visitors to the School

**Health & Safety**

The post-holder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school’s policy and the Health and Safety at Work Act, 1974.

**Training and Development**

The post-holder will be responsible for assisting in the identification of and undertaking his or her own training and development requirements, in accordance with the school’s Performance Management framework.

**Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the post-holder. To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.

The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

**DUTIES AND RESPONSIBILITIES:**

**Support for the SENDCo**

* To review the impact and report on of all emotional wellbeing SEND interventions including EBNA; ELSA; Lego Therapy; Social Skills; SEMH and School Counselling provisions.
* To manage the emotional wellbeing programmes and referrals, ensuring all reports are completed in a timely manner and shared with key stakeholders as required.
* To attend Inclusion meetings to discuss students of concern as required.
* To support the completion of the statutory duties for students with EHCP and disabilities, completing EHCP submissions, consultations, responses and annual reviews.
* To meet with families and promote the SEND department with stakeholders.
* To develop and implement the emotional wellbeing SEND staff timetables in collaboration with the SENDCo and lead on the SEND staff coaching programme.
* To support the development of the department, celebrating success and working with integrity, trust and confidentiality as required.
* Review Learning Plan and pupil passports once per term
* To advise and give recommendations on any changes to students priority status
* Undertake other duties as required in supporting the implementation of the School Improvement Plan

**Support for the team**

* To further develop the role of the Level 3 Attendance Lead in SEND, to continue to evidence improvements to student attendance and address SEND attendance concerns working with other stakeholders including HOY and the SLT Attendance lead.
* To support with transition plans and associated meetings, offering early intervention for students with emotional wellbeing concerns.

## Liaise with Head of department any other relevant staff with regard to emotional wellbeing issues which need to be addressed.

* To work with the SENDCo and Curriculum Inclusion Coordinator to quality assure the universal offer and support teachers to develop this offer effectively to raise attainment.

**Support for the student**

* To be a point of contact between home and school.
* To lead emotional wellbeing interventions and provide evidence of impact and progress over time.
* To promote a growth mindset with staff and students and lead on the development of the current provisions to build student resilience, engagement and confidence.
* To track students progress using relevant testing and assessments.
* Complete necessary paperwork for external professionals e.g. EHCP applications, annual reviews and undertake consultations, SPOA referrals, Educational Psychologist and RANs referrals.
* Training and supporting colleagues within the team build their knowledge to support with external referrals.
* To ensure all students with EHCPs in school have the appropriate level of support in line with the SEND graduated response and their EHCP plans around emotional wellbeing.

## Organise and facilitate 1:1 targeted interventions on return from exclusion for students with SEND or significant absence as required to work towards reducing repeated behaviour.

## Help reduce in-class behavioural issues of SEND students.

## To positively advocate the behaviour policy at all times and promote and reinforce routines that maximise learning time.

**General Responsibilities:**

## ● The post-holder must perform their duties in accordance with the school’s Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.

## ● To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## ●To contribute to the school ethos, values, aims and development/improvement plan.

## ●To attend meetings within the Trust, at its Academies and external events as required.

## ●To participate in training and other learning activities and performance development as required.

## ●To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

## ● Work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.

## ●To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children’s welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.

## ●To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the post-holder’s attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Newhouse Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the post-holder may be expected to carry out work that is not specified in the job description but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

**This job description will be reviewed to reflect the plans, growth and development of the academy.**

**Information for all applicants / post holders:**

Newhouse Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will meet the person specification criteria and consent to an enhanced DBS disclosure.

We particularly welcome applicants from under-represented groups, including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We follow a strict pre-employment process in line with Safer Recruitment / Keeping Children Safe in Education Guidelines. All appointments are subject to satisfactory pre-employment checks.

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| Signed | *Post holder* | Date |
| Signed | *Line Manager* | Date |

