

## JOB DESCRIPTION

<b>Department:</b>	Education
<b>Section:</b>	Frome Community College
<b>Job Title:</b>	Social, Emotional and Mental Health Manager (SEMH)
<b>Reports To:</b>	Assistant Principals for Safeguarding and SEND
<b>Main Purpose of Job:</b>	
<p>The Social, Emotional and Mental Health Manager will lead, coordinate, 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 aspirations.</p> <p>As directed by the Assistant Principal, the SEMH Manager will be responsible for the day-to-day, operational management of Child Protection cases at the college.</p> <p>The SEMH Manager is responsible for the day-to-day management of the Student Services, Counsellors and Mental Health interventions, the Learning Mentors, SEMH HLTA, First Aid and Welfare, the co-ordination of any allocated Parent Family Support Advisors (who are line managed by the Frome Learning Partnership) and any other SEMH interventions used by the College.</p>	
<b>Main Responsibilities and Duties:</b>	
<ul style="list-style-type: none"> <li>As directed by the Assistant Principals for Safeguarding and SEND, use best practice to work with the Inclusion, Pastoral, Attendance and SEND Team to provide specific and targeted interventions for students with SEMH needs, to improve outcomes for students and promote emotional intelligence and resilience.</li> <li>Establish a daily 'Flexible Learning Classroom' and work with staff to deliver appropriately targeted interventions for SEMH students who require a flexible approach to learning.</li> <li>Provide advice, guidance and coaching to staff in SEMH students, to secure high-quality teaching and the effective use of resources to bring about improved standards of achievement of all students.</li> <li>Devise evaluation tools and methods to ensure ongoing monitoring and progress of interventions which support SEMH students and set targets for quality-controlled improvement</li> <li>Coordinate any alternative and off-site provision ensuring that relevant health and safety and safeguarding provision is made, including regular and ongoing visits and/or monitoring takes place.</li> <li>Analyse and act on behaviour trends, by devising relevant and timely packages and/or interventions, using data provided by the SENDCO and or College systems</li> <li>As directed by the Assistant Principal, the SEMH Manager will be responsible for the co-ordination and management of a Child Protection caseload for the college, including liaison with outside agencies, documentation/record keeping, internal communication with staff</li> </ul>	

<p>and follow-up as necessary. Safeguarding training will be given. It is essential that the post holder has excellent planning, monitoring and administration skills to ensure tracking and the ability to keep accurate records.</p> <ul style="list-style-type: none"> <li>• Line manages the Student Services Department daily, ensuring that efficient and timely systems and procedures are in place and are communicated to staff and students as necessary. To include medical and general Student Services Support</li> <li>• Network and liaise with other SEMH contacts across local schools, to ensure a consistency of approach regarding student transition and integration at the college</li> <li>• With the HR department, assist in the recruitment and day to day co-ordination of any volunteer mentors.</li> <li>• Produce risk assessments where necessary for individual students or/and activities.</li> <li>• Carry out other responsibilities appropriate to the grade, needs of the Inclusion, Pastoral, Attendance and SEND departments and/or overall support of students, as agreed with the Line Manager or Business Manager.</li> <li>• Undertake break and lunch duties, as required.</li> </ul>
<b>Facts and Figures:</b>
<ul style="list-style-type: none"> <li>• Approximately 1300 students on role with 18% SEN students and 20% Pupil premium approximately.</li> <li>• This role has responsibility for line management the following staff: Student Services 2, Learning Mentors 3, SEMH HLTA 1 and Welfare Officer 1. Co-ordination of Counsellor 1 (currently from Place 2 Be) and PFSAs (numbers depend on current allocation. In addition to this there could also be a group of Volunteer Mentors.</li> <li>• Key internal links are with teaching and support staff (approximately 200 staff),</li> <li>• External links to other schools, Somerset County Council Representatives, the Frome Learning Partnership, Agencies.</li> </ul>
<b>SUPPORTING PROCESSES</b>
<b>Problem Solving and Creativity</b>
<ul style="list-style-type: none"> <li>• Ability to respond to changing priorities and demands of a fast-moving environment.</li> <li>• Ability to develop and implement a wide range of learning tools, specific to SEMH student needs and keep up to date with latest SEMH support methods, models for learning and safeguarding of students with SEMH.</li> <li>• Ability to find creative solutions to student disengagement, always building aspirations of students towards reaching their potential and outstanding results.</li> <li>• Find creative solutions using Curriculum Resources, SEND resources developed from colleagues and/or training materials, e.g., the SENDCO and ICT where applicable, to achieve improved outcomes for all SEMH students throughout the College.</li> </ul>
<b>Decision Making</b>
<ul style="list-style-type: none"> <li>• Day-to-day decisions required with regards to running a safe and efficient Student Services Department, the Comms Base and Welfare Room.</li> <li>• Short-, medium- and long-term strategic planning around interventions.</li> <li>• Ability to take responsibility for Child Protection caseload and communicate effectively with both internal and external contacts concerning issues surrounding child protection, safeguarding and/or teaching intervention required.</li> </ul>
<b>Physical Effort and Working Conditions:</b>
<ul style="list-style-type: none"> <li>• This role involves working in an office and classroom environment, with frequent use of a computer. Part of the role will include meeting with students, parents / carers and external contacts. Excellent communication skills are needed.</li> <li>• This role involves attending a range of internal and external meetings in person and/or online.</li> </ul>
<b>Contacts and Relationships:</b>

- Have extensive experience working with or relating to young people with SEMH and have a commitment to their wellbeing, education, personal development, welfare, and aspirations.
- Can build positive working relationships with young people, teaching, and support staff, CAMHS, other external support agencies and educational establishments, where necessary.
- Frome Community College is committed to safeguarding and promoting the welfare of Children and Young People and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern the college's agreed Child Protection procedures will be followed alongside implementation of the College's Disciplinary procedures.

#### **Additional Information:**

- Excellent interpersonal and communication skills – both verbal and in writing – are essential together with the flexibility and adaptability to work in a challenging and demanding role, with ever changing situations.
- You will be required to occasionally work flexibly to enable you to support events e.g., open evening, parents evening.
- You will be emotionally aware, able to work independently as a manager of a small team, co-ordinating a wide variety of projects and activities as well as work as part of a wider school team, ensuring the smooth running of Student Services and that SEMH students are receiving a high level of input into their education. You will have an approachable and good-humored disposition
- This is a 'hands on' position. You will be a strong administrator with the ability to design and implement robust systems and procedures to manage a busy workload. You will also be effective in communicating those systems both verbally and via the use of ICT, internet, databases, and software packages available to you, where applicable.
- You will have excellent Microsoft Office skills and able to use data as a tool to improve student outcomes
- Ability to engage positively and successfully with all young people - including – and especially those who may be challenging - and remain calm, professional, and supportive always.
- You will show initiative and regularly review and evaluate departmental processes and procedures with the Assistant Principals, implementing improvements and changes required as necessary. The post holder may need to take part in additional training to be able to deliver new strategies.

#### **Knowledge, Skills, and Experience**

- Candidates will have a good general education, including GCSE grade C or equivalent in English, Mathematics and Science.
- Previous experience in a similar role would be advantageous, however, not essential.
- Safeguarding Level 3 would be an advantage, although training will be given to this level.
- IT literate and a sound working knowledge of Microsoft packages

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: ..... Date: .....

Line Manager: ..... Date: .....

## PERSON SPECIFICATION

**Shortlisting will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.**

Details of Person Specification	
Job Title: SEMH Manager	Grade 10

### 1. Skills and Abilities

No	Description	Method of Assessment
1.1	<b>Essential</b> Ability to build and maintain positive working relationships with young people, gain their trust and respect, maintain professional boundaries	Application form/interview/on-going
1.2	Recent experience of working with young people in a similar role.	Application form/interview
1.3	Excellent interpersonal skills. Must be able to communicate effectively, face to face, orally and in writing with both students, staff and external agencies, establish and maintain good relationships with adults at all levels both internally and from outside the College.	Application form/interview & test
1.4	Must be capable of demonstrating a mature and co-operative manner in dealing with colleagues, professional contacts and students.	Application form/interview
1.5	Ability to deal with potentially challenging and conflict-driven situations in a professional, calm and supportive manner.	Application form/interview
1.6	Be understanding and empathic with the concerns and requirements of partnership and team working.	Application form/interview
1.7	Experience of achieving results and improving outcomes for students, both individually and with/through others	Application form/interview &/or test
1.8	Ability to network and make connections within the college, across agencies and educational establishments to enable concrete outcomes for young people.	Application form/interview &/or test
1.9	A sound awareness of confidentiality, complex SEMH needs and a diverse and flexible skill-set when working with SEMH students	Application form/interview &/or test
2.0	Previous line management skills and experience	Application form/interview
2.1	<b>Desirable</b> Skills training, qualifications in teaching, Mental Health, Mentoring, Counselling and/or extensive experience working in child mental health	Application form/interview

## 2. Knowledge/Qualifications/Experience

No	Description	Method of Assessment
	<b>Essential</b>	
2.2	Educated GCSE Grade C or equivalent in English & Mathematics	Application form, appropriate certificates, interview and/or test
2.3	Literate, numerate and ability to work to agreed standards in Health and Safety regulations and relevant legislation concerning working with children e.g. Safeguarding and Child Protection	
2.4	IT skills, proficient in using Excel, Word and Outlook	
2.5	Ability to inspire young people using specialised targeted interventions and resources – both individually and in small groups	
	<b>Desirable</b>	
2.6	Experience working in Teaching, Child Mental Health, Counselling, Advice, Guidance, Youth/Community work, Foster Care or Mentoring young people	Application form/interview
2.7	Previous experience and/or understanding of Secondary education sector and SEMH needs of students.	Application form/interview
2.8	Experience of working with young people with Special Educational Needs (SEN)	Application form/interview
2.9	Knowledge of SIMS would be advantageous, but not essential	Application form/interview
2.10	Experience of developing and delivering SEN learning materials and resources with a focus on SEMH	

## 3. Other Requirements

No	Description	Method of Assessment
	<b>Essential</b>	
3.0	Commitment to excellence and desire for excellence and continual improvement	Interview
3.1	An understanding of the principles required for supporting students who require assistance with literacy and or SEN intervention	Application form/Interview
3.2	Willingness to participate in development and training opportunities and encourage others to participate	Application form/Interview
3.3	Encourage working together internally and externally to achieve maximum success potential for the students you are working with, simplicity in approaching working relationships and advice and clear and	Application form/Interview

3.5	transparent lines of communication.  Flexibility in taking on additional responsibilities outside of this job description that are deemed reasonable to the grade and job role - from management with due and reasonable notification	Application form/interview
3.2	<b>Desirable</b> A knowledge and interest in the education environment	Application form/interview