

SUPPORT STAFF
JOB DESCRIPTION

ROLE TITLE	Wellbeing Officer
CONTRACTED HOURS	25 hours per week, 39 weeks per year (to include PD days)
LOCATION	Castle Manor Academy, flexible across the Trust
GRADE / SCALE POINT – SALARY	Grade 3 (below the bar)
REPORTING TO	Assistant Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To support the social and emotional development of our students by offering a safe space for children to engage in therapeutic learning and conversation, using the formal guidelines of the ELSA programme and the trauma-informed practitioner programme as needed.

KEY TASKS & RESPONSIBILITIES

Support for Pupils:

Leading and Overseeing ELSA / Trauma-informed intervention sessions

1. Plan a range of opportunities to develop and improve gaps in social and emotional development;
2. Use specialism / expertise to deliver ELSA/ Trauma-informed learning to specific children as directed by the Assistant Headteacher;
3. Lead ELSA/ Trauma-informed intervention sessions with pupils, either one-to-one or in small groups, some of whom may have Special Educational Needs;
4. Complete baseline and post-intervention questionnaires and assessments with students and parents;
5. With the support of the Assistant Headteacher, contribute to reports on pupils using the school's chosen formats;
6. Clarify and explain instructions;
7. Motivate and encourage students as required based on a robust understanding of their individual needs;
8. Help pupils to concentrate on and finish work set, whilst encouraging independence;
9. Develop methods of promoting / reinforcing pupil's self-esteem, empathy, resilience and motivation;

10. Work in partnership with parents and carers, attending meetings and providing verbal and written feedback.

In addition:

1. Maintain a purposeful, orderly and supportive environment for learning;
2. Take responsibility for own continuing professional development.

Health, Safety and Wellbeing

1. Follow Health and Safety procedures at all times, particularly with regard to pupil safety and that of staff colleagues;
2. Refer pupils to a school first aider where needed;
3. Be aware of and maintain full understanding of procedures to follow in the event of an emergency;
4. Keep up-to-date with and follow, Safeguarding / Child Protection procedures.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Technical or Specialist	<p>Experience of working with teenagers and young people;</p> <p>Awareness of Special Educational Needs such as Autistic Spectrum Disorders and ADHA;</p> <p>Experience of working with emotional wellbeing concerns, e.g. as a mental health first aider;</p> <p>Recognised competency in literacy and numeracy.</p>	<p>Experience of working with teenagers and young people with Special Educational Needs and Social and Emotional needs;</p> <p>Recognised mental health qualifications e.g. counselling or Thrive practitioner.</p>
Literacy and Numeracy	<p>Grade C GCSE+ or equivalent in English and Maths;</p> <p>Ability to read and understand instructions;</p> <p>Ability to complete reports such as incident report forms, behaviour diary, progress report etc.</p>	
Organisational	Knowledge of school policies and procedures.	Good knowledge and understanding of the school's structure.
Research	Lead on information gathering and resources as appropriate.	
Problem Solving	Ability to recognise and resolve or report problems.	
Creative Thinking	<p>Lead in creating a positive learning environment;</p> <p>Lead on delivering sessions to engage pupils with specific needs.</p>	
Interpersonal and Communication	<p>Ability to communicate clearly;</p> <p>Ability to encourage participation and give feedback to pupils;</p> <p>Sensitivity to pupils' needs;</p> <p>Ability to conciliate between pupils in relationship / friendship disputes.</p>	
Level of Autonomy	Able to make decisions on when to refer queries / problems to teaching staff or line manager.	