St Edmund's Catholic School

JOB TITLE: **Wellbeing Support Officer**

REPORTS TO: Senior Teacher / Headteacher

GRADE: Pay Band 4

SUPERVISES: Not Applicable

JOB PURPOSE:

To enable pupils with mental health and wellbeing issues access to learning by supervising and assisting pupils (one to one and in small groups) across a wide range of activities and supported learning activities.

To Supervise pupils, delivering learning activities to small groups of pupils, adjusting activities within the scope of the needs of student's specific difficulties.

To work in partnership with teaching staff to identify and address the individual needs of students.

To assist senior staff in securing the safety and welfare of pupils throughout the day.

To supervise pupils during and between the morning and breaks as directed.

KEY ACCOUNTABILITIES:

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development Services and Performance Management and contribution to the identification of own team development needs.

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

PRINCIPAL RESPONSIBILITIES/DUTIES

- To work within a group of professionals supporting the learning of pupils with specific mental health and wellbeing issues, individually or in small groups under the guidance of a teacher.

- To work in partnership with senior staff and parents to identify and address pupil concerns.

- Maintain daily contact with assigned pupils – to support, assist and enable them to meet the targets set and develop the attitude and skills to meet targets with less support.

- To encourage pupils to develop social and independence skills whilst providing support when it is needed.

- Work in partnership with other practitioners to deliver effective interventions and support for children and families.

- To work in partnership with pastoral colleagues to oversee the effective organisation and operation of Social Council.

- Report pupil and social issues in line with school policies for health and safety, child protection, behaviour management etc.

- To be responsible to Senior Teacher for the supervision of pupils for part of the day.

- To ensure pupils play and work together positively and co-operatively with good behaviour.

- To ensure the care of pupils who are injured or unwell. Giving comfort to distressed pupils.

- To uphold the school's Behaviour Policy, including treating pupils with respect and consideration.

- To provide support and guidance to staff in relation to mental health and wellbeing and avenues for support.

- To deal with minor relationship problems and report persistent unacceptable behaviour to Senior Management Team, Pastoral Leaders, Heads of Learning or any other nominated member of staff.

- To establish systems and processes to:
  - Enable children to self-refer to a trusted adult if they have a worry or concern.
  - Undertake appropriate assessments of children and young people identified as having mental health needs.
  - Provide support for teaching and non-teaching staff to engage children and young people with mental health problems in their learning.

- To build and sustain capacity to enable good mental health support with the school system.

- To assess the needs of each individual learner and negotiate with the mainstream teaching staff to plan the most appropriate ways of supporting learning.

- To adapt the language of learning materials to help individual pupils understand more easily.

- Supervise pupils, delivering learning activities to small groups of pupils, adjusting activities within the scope of the needs of student's specific difficulties.

- Monitor pupil responses to learning through observation and structured assessment against pre-determined learning objectives.

- Provide objective and accurate feedback sensitively for pupils, parent etc and producing evidence-based reports.

- Provide 1-2-1 and group support to students over a variety of issues.

- Mark pupils' work, recording progress and achievement. Administer and mark tests, invigilate exams.

- Be involved in extra-curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings, parents evenings and tutor evenings as directed).

- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.

- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.

- Attend meetings and training sessions as required.

- To attend Open Mornings which are usually held on a Saturday morning at the end of September/early October.

- To undertake gate duty at the start and end of the school day.

- To support with break and lunchtime duties to ensure the effective supervision and health & safety of students.

Addendum:

*This job description is not necessarily a comprehensive d*efinition of the post. It will be reviewed once every year and it may be subject to modification or amendment at any time after consultation with the postholder. This will be kept under review.