



## St Edmund's Catholic School



**JOB TITLE:** Wellbeing (Trinity Suite) Co-ordinator

**REPORTS TO:** Senior Teacher / Headteacher

**GRADE:** Pay Band 6 (and development to Band 7)

**SUPERVISES:** Not Applicable

### **JOB PURPOSE:**

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.

To co-ordinate and be responsible for the Trinity Suite.

### **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 Appraisal 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 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.
- Establish and maintain appropriate records of the pupils' progress and investigate, as appropriate, the cause of any failure to meet targets set.

- Monitor attendance using school records and investigate the reasons for any absences (where appropriate).
- Regularly review pupils against the targets set and advise staff accordingly.
- 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 School Council.
- Report pupil 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.
- Be involved in extra curriculum activities e.g. open days, presentation evenings.
- To be involved and support in all aspects of transition working alongside pastoral colleagues.
- To be involved in Summer School for Year 6 students.
- To be responsible to the Deputy Head 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 ensure pupil issues are reported to relevant staff and feedback actions taken by the school.
- To uphold the School's Behaviour Policy, including treating pupils with respect and consideration.
- To organise and run Inset day activity sessions in relation to Mental Health and Wellbeing.
- 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 provide reconciliation for students.
- To establish systems and processes to:
  - Enable children to self-refer to a trusted adult if they have a worry or a 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 within the school system.
- To provide supervision for each student who is referred to the Trinity Suite.
- To be responsible for the oversight of the Trinity Suite and its day-to-day operation.
- To plan and deliver effective support programmes for individual or small groups.
- To attend relevant meetings and liaise with other outside support agencies.
- To attend Open Mornings which are usually held on a Saturday morning at the end of September/early October.
- To support with emotional 'on calls' during the normal school day.

### **Addendum:**

*This job description is not necessarily a comprehensive definition 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.*