

## NEWLANDS GIRLS' SCHOOL: JOB ACCOUNTABILITIES

<b>Name:</b>	<b>Job Title:</b> <b>Wellbeing Practitioner</b> (Student Focus Centre)
<b>Salary Scale:</b> Scale 3 points 5-6	<b>Job number:</b> ED08B1
<b>Hours per Week:</b> 30 hours per week term-time only.	<b>Actual Salary:</b> £18357 - £18648

### JOB PURPOSE

Provide support to pupils referred to the Student Focus Centre (SFC) with emotional, mental health and behavioural needs.

Assist in supervising the Student Focus Centre.

Supervise any pupils in intervention.

Help promote and develop the emotional wellbeing of students.

### SCOPE OF JOB (Budgetary/resource control, impact)

Work with emotionally challenged pupils.

Supervise and coordinate work for pupils in intervention or working in the SFC.

Support students at risk of exclusion in a preventative manner.

Run extra-curricular activities as part of the wider offer of the school.

Responsible for administrative tasks, e.g. maintain the SFC database

### POSITION WITHIN UNIT STRUCTURE

Report to the SFC Manager.

In their absence, report to the Leadership Team Link.

Whilst in the classroom, operate under the direction of the classroom teacher.

### DESIRABLE KNOWLEDGE, SKILLS & EXPERIENCE

Previous experience of working with young people and have a proven record of engaging and motivating them.

Be able to relate sympathetically to young people and build positive relationships quickly.

Must possess excellent communication skills.

Understanding of the educational objectives of the school.

Ability to work as part of a team.

Must be self-motivated, flexible and able to adapt to ever-changing circumstances.

Competent IT skills.

Be willing to train and develop.

Knowledge of current emotional and Mental Health issues.

### JOB ACCOUNTABILITIES

- Under the direction of Student Focus Centre Manager, support pupils with their emotional, Mental Health and behavioural needs.
- Assess, develop, implement and review the needs of vulnerable pupils referred to the Student Focus Centre.
- Support students on a one to one basis with emotional, Mental Health and behavioural needs – in line with current practice.
- Work with school staff in supporting vulnerable pupils to improve attendance and engagement (ERSA).
- Report Safeguarding concerns in line with school policy.
- Communicate effectively with school staff, parents and carers.
- Provide support to students in such a way as to facilitate independent learning.

**Person Specification**

Key Criteria	Essential	Desirable	How measured
Competence summary (knowledge, skills, abilities, experience)	Qualification criteria: 5 good GCSEs including English and Maths at Grade C or above (or equivalent)	ELSA Qualified	Exam Certificates
		Counselling Skills	Certificate
	Experience of working with pupils who have emotional, Mental Health and behavioural needs	Solution Focus or Coaching Practitioner	Certificate
		Triple P trained	Certificate
	Experience of working in a school/education environment, or equivalent experience	Experience of supporting pupils with ASD/ADHD	Interview/ Professional References
Other Requirements	Excellent communication and relationship building skills	Experience of supporting students with Eating disorders/Anxiety/OCD	Interview/ Professional References
			Professional References
	Excellent planning and organisational skills		
This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the School's English language fluency standard applies.	IT Skills		
	Eligible to work in the UK		Passport/ Birth Certificate/ Visa
	DBS checked		Online DBS completed in school after interview stage
	The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.		The competent answering of interview questions in English

This list of duties is not intended to be exhaustive but simply highlights a number of major tasks of the post. The post holder may be required to undertake additional duties that might reasonably be expected of them and which form a part of the function of the post.

**Every job description will be subject to review on an annual basis, or**

- as a result of a change in strategic management, or
- as a result of a team/operational requirement, or
- as a result of agreed staff development needs and objectives.

Post holder's signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Headteacher's signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_