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## CHILDREN’S SERVICES

#### JOB DESCRIPTION

**POST TITLE:** Inclusion, Resilience & SEMH Officer

**GRADE:** Band 6

**RESPONSIBLE TO:** Head Teacher

**Overall Objectives of the Post:**

To work as part of a multidisciplinary team across the whole school to support children and families with a range of pastoral issues, including: counselling, emotional resilience, safeguarding, Early Help, Behaviour for Learning and attendance.

This role requires extensive experience of working with children, parents/carers and other agencies. It also requires an in-depth knowledge of counselling, Early Help procedures and SEMH.

This role is key in terms of learning, achievement and inclusion.

# Key Tasks of the Post:

* Provide counselling, emotional resilience and SEMH support for individual pupils and groups of pupils, working closely with the school’s key pastoral staff.
* Deliver evidence based Early Intervention Programmes.
* Develop 1:1 or small group mentoring programmes with a focus on developing key social skills and emotional resilience.
* Provide 1:1 support for vulnerable groups.
* Develop the school’s peer mentoring scheme.
* Plan and deliver whole-school events and set up initiatives to promote equality and diversity, encouraging interaction and co-operation with other agencies and full engagement in activities.
* Be a mental health champion.
* Promote independence and resilience and employ effective strategies to recognise and reward achievement.
* To provide support for pupils transferring to the school from the primary sector.
* Ensure case records are maintained in accordance with the data protection act and school policy and procedures.

***To support parents, carers, children and families, you will:***

* Build positive relationships with pupils and parents.
* Attend and contribute at multi-agency meetings, where necessary.
* Liaise with the relevant agencies.
* Carry out and contribute to risk assessments, attending child protection conferences and reviews and safeguarding meetings etc.
* Ensure that appropriate information is shared with relevant people and report back to the Senior Leadership Team/SENCo.
* Be aware of appropriate signposting procedures and agencies that can support resilience and mental health.
* Monitor and track attendance of vulnerable groups, putting in place appropriate intervention and support.
* Ensure parents are clear about their responsibilities regarding attendance.
* Liaise with feeder schools and other relevant bodies to gather/share pupil information.
* Assist in the development, implementation, monitoring and tracking of systems relating to attendance, punctuality and integration.
* Clerical/admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc., making initial contact with parents, sending out letters and scheduling meetings with parents.

***To provide support for the school, you will:***

* Comply with and assist with the development of policies and procedures.
* Contribute to the overall ethos/work/aims of the school.
* Organise activities for anti-bullying week.
* Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils.
* Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
* Attend Child Protection/Child in Need planning/review meetings, case conferences, care team/core group meetings, strategy meetings, where appropriate.
* Undertake Early Help assessments, taking on role of Lead Professional, where appropriate.
* Maintain all records.
* Provide support and advice to parents and carers.
* Contribute to school self-evaluation through regular monitoring and evaluation of standards within safeguarding, behaviour and attendance of pupils.
* Liaise with the senior management team/SENCO in relation to vulnerable pupils.
* Take responsibility for personal development to maintain an up-to-date awareness of legislation and practice issues and deliver training relevant to post.
* Be accountable for case management.
* Work on a flexible basis to enable the service to run effectively.
* Contribute to staff training in relation to supporting SEMH.

***To provide support to pupils, you will:***

* Take a lead role in leading and delivering bespoke pastoral intervention to pupils, focusing on building relationships, resilience and SEMH.
* Attend to pupils’ personal needs and provide advice to promote their social, health & well-being development.
* Take a lead role in the delivery of pastoral support programmes to support children with repeat referrals to the BSR and Amber Zone.
* Arrange and develop 1:1 mentoring arrangements with pupils and provide support for pupils experiencing SEMH issues.
* Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
* Challenge and motivate pupils, promote and reinforce self-esteem.
* Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

***To provide support for the staff, you will:***

* Support pupils’ access to learning using appropriate strategies, resources etc.
* Monitor and evaluate pupils’ responses and progress against action plans through observation and planned recording.
* Provide objective and accurate feedback and reports as required, to other staff on pupil’s achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Manage record keeping systems and processes.
* Take lead role in the development and implementation of appropriate behaviour management strategies.
* Administrative support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc., making phone calls etc.

***To provide support for the curriculum, you will:***

* Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
* Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: KM/CL

Date: 28.11.22