



JOB DESCRIPTION

Job Title: SEMH Lead
Responsible to: Assistant Headteacher, Character and Culture

Overall Responsibility

1. To oversee the support and inclusion of students to who require our help and support to remove barriers to their opportunities for success in school, particularly for students with SEMH needs.
2. To play a pivotal role in working with our Pastoral Team to cater for some of our most vulnerable students.
3. To closely work with our SENCO in providing targeted mental health support.

Main Duties

1. Oversee the provision for students with SEMH needs across the school.
2. Promote the inclusion and acceptance of all pupils, whilst supporting pupils consistently, recognising and responding to individual needs.
3. Work closely with the Pastoral Team and SENCO to put provisions in place for named students regularly assessing students' needs and progress.
4. To work with teachers and non-teaching staff to ensure that appropriate strategies and resources are being used to promote effective student self-management.
5. Develop relationships with external agencies and providers to implement provision when necessary.
6. Work closely with individual students, arranging regular meetings and check ins to help foster strong relationships and encourage positive engagement with school.
7. Liaise regularly with families, updating parents/carers on the progress of their children and provisions that are in place or being considered.
8. Create, share and maintain support plans that help ensure consistent approaches are taken with named students, including One Plans where required.
9. Maintain records of student referrals and support, analysing data to track the impact of provision that is in place.

General Duties

1. Supervise students during social time in a designated space as directed; be proactive in providing activities or structure to engage students during this time.
2. To participate in appropriate meetings with colleagues and parents relative to the above.
3. Promote and support the inclusion of students, including those with specific needs, both in learning activities and within the classroom.
4. Use behaviour management strategies, in line with school policies and procedures, to contribute to a purposeful learning environment and positive engagement.
5. Work with teaching staff to plan, review or develop resources for students.
6. Attend regular CPD as required by the school, and other optional relevant CPD to develop good practice.

Additional Duties

1. Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school.
2. At all times carry out duties with due regard to the school's safeguarding and Health and Safety policies.
3. To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies.

Safeguarding and Child Protection

1. Know what to do if there are concerns about a child.
2. Take on the responsibility for providing a safe environment and promoting children's Welfare.
3. Undertake regular safeguarding and child protection training.
4. Be familiar with Keeping Children Safe in Education part 1 (KCSIE) and local policies and procedures as directed by the trust/academy.

Health and Safety

1. Undergo Basic First Aid training and update courses as required.
2. Be aware of the responsibility for Personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development - Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments relevant to the role.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

