

The Trust's core aim is to ensure that we enhance the life chances of all the young people within the Trust to enable them to fulfil their potential and achieve the best possible outcomes. This is at the heart of everything we do.

Zenith MINDS is a MAT wide provision to enhance the life chances of all young people within the academy trust, making sure the approach to support is child-centred and ensures; at all times, the wishes, needs and best interest of the child are paramount.

In September 2018 a Zenith member of staff was appointed as Director of Student welfare with a focus on improving opportunities for student support. The Zenith MINDS project started in December 2018 with a vision of accessible support that is bespoke to the needs of individual students. The provision will be implemented for start of autumn term and it will enable young people to fulfil their potential and achieve the best possible outcomes.

We work with our growing family of local primary, secondary and teaching schools to have a provision that puts the needs of students at the centre, whilst working collaboratively with other MATs and organisations to make this vision a reality.

We aim to have a provision that enables access to:



We endeavour:

- Provide a service that puts the needs of the students at the centre
- Provide a bespoke support package to meet the needs of the student
- To access services that bridge the gap between school provision and regional provision
- Provide support for safeguarding, mental health and well-being concerns
- Provide professional advice and consultation on student cases
- Provide guidance and support for staff
- Provide a centre that is a positive, calm and supportive environment where students can be mentally healthy and safe

The service will have access to:

- Provision manager who will coordinate referrals in and out of the provision, assessing the needs and appropriate next steps for each individual student accessing the provision
- Student welfare officer who will focus specifically on the individualised support needs of the student ensuring they achieve their potential and best possible outcomes
- Family support worker who will work with hard to reach/ vulnerable families, bridging the gap between student and family as well as family and school
- Counselling provision
- Educational psychologist consultation and assessments
- Staff supervision and support

### The Job Role

**Overall Line Management and Quality Assurance (Director of Student Welfare – feeding back to CEO and Trustees)**

- QA provision of safeguarding in each school, attend panel meetings in each school and challenge support and actions.
- Gate keeper of referrals from each schools TST or equivalent
- LMM of the services team
- QA of provision

**Job Title:** Zenith MINDs Provision Manager

**Grade:** Scale 9 / 10, point 29 – 37

**Actual Salary:** £30,360 to £37,708

**Working weeks:** Term time, non pupil days plus 3 weeks holiday working

**Reports to:** Director of Student Welfare, CEO and Board of Trustees

**Liaison with:** DSLs, Targeted Services Team Leads, SENCO, Behaviour and Attendance Teams, Pastoral staff, External Agencies, Students/Parents and Teaching Staff in each MAT school.

## Job Description

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### **Job Purpose:**

- To enhance the life chances of all young people within the academy trust, making sure the approach to support is child-centred and ensures; at all times, the wishes, needs and best interest of the child are paramount.
- Provide social, emotional and educational welfare support to students ensuring a holistic approach for the most vulnerable students across the MAT.
- Responsible for all aspects of student welfare, ensuring effective support for well-being and safety.
- Adapt and offer support as required to ensure that all elements of student welfare are addressed and maintained.

### **Specific Duties:**

Student focused:

- Working with referrals from Targeted Services teams and as directed by the DSW and DSLs.
- Have close working relationships with key staff in each school: DSL, Pastoral teams (including attendance and behaviour) and SENCO to ensure students are referred, monitored and re-integrated effectively.
- Attend TST (or equivalent) meetings and work with the Lead to discuss and prioritise referrals and re-integrations.
- Monitor referrals and prioritise support on a needs basis.
- Co-ordinate network meetings with relevant staff as required.
- Address student concerns which may otherwise impact their well-being. Identify and monitor students at risk of failure or withdrawal.
- Provide social, emotional and educational welfare support to students ensuring a holistic approach to ensure their needs are met.
- Identify areas of concern and vulnerability and implement re-integration and intervention to support the student. Responsible for all aspects of student welfare, ensuring effective support for well-being and safety, planning appropriate interventions to support and meet the needs of each student referred.
- Work with school refusers/ those returning following long periods of absence. Adapt and offer support as required to ensure that all elements of student welfare are addressed and maintained.
- Provide information, advice and guidance to students on welfare and well-being matters.
- Monitor those that are vulnerable and ensure they value their education and support high levels of attendance.
- Develop bespoke and individual plans of support to meet student needs. Including building positive relationships with families.
- To work 1:1 or in small groups with students who are potentially vulnerable or experiencing difficulties.
- Provide counselling/ Mentoring support as required.

- Act as a key contact for students experiencing complex and sensitive situations.
  - Work collaboratively with class teaching and learning support to ensure student learning and progress is maintained.
  - Provide guidance and support for staff, students and parents regarding queries and concerns raised.
  - Produce support materials for students, parents and staff.
  - Maintain regular communication with parents/ carers.
  - Offer appropriate support to families and young people which enables them to fully engage in education provision.
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- To model appropriate support to parents/ carers and discuss ways to promote emotional, social and well-being development, in line with guidance and advice.
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- Liaison with external agencies and make referrals as appropriate and required.
  - Producing risk assessments and action plans to support student needs.
  - Seek sources of external funding to support provisions.
  - Maintain knowledge and understanding of up to date legislation, initiatives, programme and training.
  - Coach staff and deliver staff CPD as required, also offer staff supervision as needed.
  - Maintaining excellent records of all support, action, outcomes and impact.
  - Line manage and co-ordinate additional staff within the provision.

### Collaborative work:

- To work with colleagues to ensure a holistic and individualised approach for every child.
- Work closely with TST, Counsellors, School Nursing Team, Educational Psychologists and other appropriate external providers to ensure a holistic approach to student support and success.
- Liaise with external providers and agencies and make referrals as required and appropriate.
- Participate and contribute to internal and external meetings providing information as required and contributing to the development or maintenance of best practice.
- To attend student planning and review meetings when appropriate.
- Work collaboratively with colleagues to ensure effective operational processes are in order and maintained.

### Admin:

- Respond in a professional and sensitive manner at all times.
- Maintain clear and effective records of communication, support and interventions.
- Provide regular updates, reports and concerns to the DSLs and TST as required. Responsible for managements and upkeep of records.
- Evaluate the success of the support initiatives and support re-integration back into school as appropriate.
- Produce data as required to analyse access and impact of the provision.
- Seek appropriate training and updates linked to the role.
- Ensure the provision is well resourced and advertised.
- Ensure the provision is being led and managed alongside the vision of the MAT.
- Line Management of staff within the provision as required.

### Requirements:

- Degree (preferable) and/or other relevant qualifications
- Counselling/ Mentoring qualifications and experience
- Understanding of the importance and significance of safeguarding and local procedures
- Understanding of Mental Health and experience in supporting issues related to MH with appropriate qualifications to support this
- Understanding of external agencies linked to mental health and well-being and processes of referrals
- High levels of trust, respect, confidentiality
- Excellent communication skills (written and verbal), Interpersonal skills, work as part of a team
- Excellent record keeping and data analysis
- Experience of working with young people and responding to MH needs of young people