

Job title: SEMH Intervention Co-ordinator

Main purpose of job:

To hold sessions with students in a safe and confidential environment. To encourage students to look at their choices and find their own way to make a positive change within their life. Supporting with reducing the barriers to attendance and working towards engaging in a full time return to an academy timetable.

Department: Attendance/Safeguarding

Location: Plume Academy

Position reports to: Maximising School Attendance Lead

Position is responsible for: N/A

Length of contract: Permanent, 37 hours per week; Term-Time Only, 38 weeks plus inset

Salary: Band 3, scale point 22 -25

Key Responsibilities and Accountabilities

Main Duties:

- assist students in understanding and overcoming social, behavioural or academic problems
- provide group or individual counselling to address the needs of students in a confidential setting
- evaluate students' academic/career plans and assist them in setting realistic goals
- monitor and observe students to identify and address personal, emotional or social issues
- assist with the referral of students to external agencies for continued support with a clear plan of individual need addressed within line management meetings
- consult with parents, carers and staff to highlight students' needs and discuss strategies necessary for improved social and academic performance
- to create a plan of intervention for students, both individually and in groups, to ensure that students are supported with reducing the barriers to their learning
- plan and organise classroom counselling sessions to address career, academic, and personal development issues among students
- in conjunction with the Line Manager, develop and implement academy counselling programs effective in meeting students' needs
- prepare students for transition to higher institutions and colleges
- conduct student assessment and maintain robust electronic records

- guide and support academy staff in implementing academy advisory programs
- consider students to be offered and agreed support through line management meetings
- write up notes at the end of the day for appointments held and reflection notes
- complete any tracking via my concern and for any safeguarding issues to be advised to the ADSL/DSL
- to work with attendance to improve the attendance of individuals by supporting with their SEMH needs and requirements
- to assist with attendance where required with home visits
- to complete work with students both on and off site
- ensure that training is agreed via line management and that BACP registration requirements are adhered to for CPD purposes
- consider other requirements such as assisting with the regulated student counsellor programme via line management.

General

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Date of next review: Annually in line with the PMR process.

Person Specification - Qualifications and Experience	Essential	Desirable
Educated to Level 3 standard of education with BACP qualification or equivalent	✓	✓
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of successfully managing whole academy issues and initiatives	✓	
Experience of managing staff and students to resolve conflict	✓	
Experience of responsibility in a pastoral area	✓	
Knowledge, Skills and Abilities	Essential	Desirable
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	