

Job title: SEND SEMH Coordinator

Main purpose of job:

- to support the work of the SEND Faculty by assisting with the planning, monitoring, assessing and delivering of Social, Emotional and Mental Health programmes to students on the SEND register.
- to work under the guidance of and in partnership with classroom teachers to support learning in line with the National Curriculum, codes of practice and academy policies and procedures.
- to supervise and maintain safe and enjoyable break times for students.
- to contribute to the whole academy ethos, environment and organisation, both practically and as a positive role model for students and colleagues.

Department: SEND

Location: Plume Academy

Position reports to: Associate Assistant
Vice Principal SEND

Position is responsible for: N/A

Length of contract: Permanent, Term
Time Only (38 Weeks), 30 hours per week
8.30am – 3.10pm Monday to Friday

Salary: Local Government Pay Scale, Band
2 (Point 14-16) Actual starting salary
£12,420

Key Responsibilities and Accountabilities

Main Duties

- to participate in planning and evaluation of learning activities under the guidance of the classroom teacher
- to plan, implement and evaluate a range of interventions in line with SEND provision map as agreed with the SENDCo.
- To assess student needs using recognised, evidence-based assessment tools to determine appropriate intervention programmes
- To monitor and record student progress using SEND documentation through and after delivery of intervention programmes
- have a significant impact on progressing students' learning.
- use detailed knowledge and specialist skills to support and progress students' learning.
- deliver agreed learning activities to students, adjusting activities according to student responses/needs.
- promote all aspects of growth mindset at all times, particularly those related to

independent and resilience, employing strategies to encourage this in children and young people.

- to establish positive relationships with children, young people and adults.
- to provide oral and written feedback during all sessions whether working with whole class, small groups or individual students.
- to assess, record and report on development, progress and attainment as agreed with the SENDCo.
- to maintain accurate SEND documentation in accordance with faculty practice
- to help the student learn effectively on their own and in a group.
- to help develop the students' self-esteem.
- to encourage independence and self-reliance
- to support high quality teaching
- maintain best practice and to support students in classrooms as required.

Teacher Support:

- to support the use of technology in the classroom and develop the student's confidence and independence in its use
- to promote positive student behaviour in line with academy policies
- to promote the inclusion and acceptance of students with special or additional needs within the classroom, ensuring access to lessons and their content, by making things clear, explaining concisely and using appropriate resources
- to attend to the personal needs of students including help with social, welfare and health matters including minor first aid where necessary
- to liaise with other staff and provide information about students as necessary.
- to assist in the display and presentation of students' work
- to carry out reasonable administrative duties as directed by the SENDCo
- to assist with escorting and supervising students on educational visits if required
- to understand and follow academy practices and protocol regarding Child Protection and Safeguarding.

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.

Date: September 2021

Person Specification - Qualifications and Experience	Essential	Desirable
Educated to Level 2 standard of education with a minimum grade of C in Mathematics and English	✓	
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 SEND area and particularly with Social, Emotional Mental Health	✓	
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	✓	

Last updated: September 2021

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