

Job Description & Personal Specification

Post:	Wellbeing Support Coordinator
Reports to:	Deputy Head: Wellbeing
Hours per Week:	37.5
Status of Post:	This is a role in our Middle Leadership Team

Overall Purpose of Role

To lead and coordinate the daily operational services provided by the Wellbeing Team. This will involve taking an active role in providing these resources but also supporting team members in their own assigned responsibilities.

Leadership Responsibilities

- Oversee the day-to-day operations of the Wellbeing Support Team including line management of Wellbeing Support Workers.
- Coordinating individual Wellbeing Support Interventions (WSIs) and ensuring that deployment is effective, monitored and reviewed.
- Ensure that centralised timetables and schedules of deployment are updated and reviewed on a regular basis
- Oversee the Pupil Risk Assessments (PRAs) and ensure these are monitored, review and evaluated
- Attend relevant meetings as directed by Headteacher, Deputy Head: Wellbeing and/or Senco.
- Establish resource needs and advise the SLT of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and achieve value for money.
- Alongside SLT and Middle Leaders, take part in deciding effective deployment of staff to ensure students are best supported.
- To ensure that the Wellbeing building is safe and fit for purpose to ensure sessions and support given to students is the best it can be.

Purpose of Job

- To work under the instruction / guidance of the SLT.
- To support the welfare, development and behaviour of all pupils, enabling access to learning for pupils and ensure the application in the Basic Functioning of the school being offered at a local level.
- To support the accurate implementation of school policies, modelling a high standard of intervention when supporting pupils.
- To adhere to and support the structures in responding to Wellbeing Service Referrals.
- To function as an integral member of the Wellbeing Team, ensuring attendance at the weekly calendar meetings.

Daily Wellbeing Support Worker Duties

- Attend Morning Briefing / Gate Duty.
- To support assigned students in relation to TEPs and WSIs
- To support staff in effectively completing, updating and evaluating Wellbeing Support Plans (WbSP) so that the behaviour policy and procedures are adhered to at all times.
- To support pupils with their specific needs throughout the school day, enabling them to access and engage in the curriculum.
- To support staff in the implementation of all school policies.
- End of Day Gate Duty.
- Attend Wellbeing Daily Feedback Meetings and other calendar events.
- Complete duties as determined and deployed by the Deputy Head: Wellbeing and Senco or Senior Leadership Team.
- Attend weekly Wellbeing Meetings.

General

- To attend all training sessions deemed relevant to role as directed by Headteacher
- Communicate effectively, orally and in writing with parent(s) / carer(s) and with internal and external professionals in accordance with the schools policies.
- To positively partake in regular supervision to support own wellbeing needs.
- The position holder is to have knowledge and understanding of:
 - The school's aims, priorities, targets, curriculum policies and local offer.
 - Any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils.
 - The characteristics of person-centred approaches to maintain high standards of practice and achievement for all pupils.
 - The implications of the SEN Code Of Practice for teaching and learning, with the aim of reducing student's barriers to learning.

Physical and Mental Demands

Whilst performing day to day duties the post-holder will need to be physically and mentally fit to undertake necessary physical duties including the management of behaviours that challenge and of potential / actual violence through the use of RPI. All of this must be undertaken in accordance with the chosen RPI provider / models methodology.

Whilst performing day to day duties the post-holder must demonstrate a calm and collected frame of mind in line with provided induction training, including but not limited to, the PBRs.