Mountfield Heath School

Job Description & Personal Specification

Job Title: Wellbeing Support Assistant

Reports to: Headteacher, Assistant Headteacher Clinical Lead

Hours per Week: **37.5 hours per week**

Monday to Friday, 8.30 – 16.00 - term time only (hours not exclusive, flexibility for staff meetings, debriefs and training)

Review and Amendment: This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder.

Purpose of the job:

- To work under the instruction and guidance of the Assistant Headteacher/Clinical Lead and Speech and Language Therapist.
- To support the welfare, development and behaviour of all pupils.
- To support the accurate implementation of school policies, modelling a high standard of intervention when supporting pupils.
- To be flexible in supporting staff and students throughout the school day.
- Support staff in the implementation of all school policies.
- Ensure that all work is GDPR compliant and handle student information appropriately.

Specific duties

- To deliver specific programmes and therapeutic interventions with individual pupils/small groups/whole class and support other support staff to deliver such programmes, under the guidance of therapists and SLT.
- Contribute to and follow Wellbeing Support Plans (WSPs) and level 2 risk assessments (2RA).
- Work with students, staff and parents/careers to ensure maximum effectiveness of WSPs and 2RAs.
- Be on call to support pupils with their specific needs throughout the school day, enabling them to access and engage in the curriculum.
- To update general and /or individualised visuals as required.
- To deliver therapeutic interventions as part of an outreach programmes for specific pupils.
- Effective and timely communication with parents, carers, social services and other stake holders.
- Recording of behaviour and concern incidents on SLEUTH.
- Manage escalating student behaviour up to and including restrictive physical intervention (RPI).
- Support/facilitate Student debriefs post RPI.
- Support off site activities including completing risk assessments.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school and advise SLT of likely priorities for expenditure.
- Use accommodation to best provide for managing students in crisis.
- Ensure the working environment and other areas are visually and physically assessable for pupils.

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General Responsibilities

The post holder will:

- Safeguard and promote the welfare of children and young people.
- Work in accordance with professional practice, statutory and legal requirements and the policies of Mountfield Heath School.
- Take on specific tasks related to the day-to-day administration and organisation of the school.

- Take responsibility for specific areas of work which will be reviewed annually within the performance management cycle and school improvement process.
- Take on any additional responsibilities, which might from time to time be determined.

Expectations

The post holder will:

- Engage effectively with the appraisal cycle and be responsible for own professional development.
- Act professionally and without prejudice at all times to be a role model for young people.
- Maintain own physical and mental health in order to be able to perform RPI or use reasonable force when necessary and when confronted with actual aggression and physical violence.
- Undertake training directed by the school, including all relevant induction training.
- Prioritise and manage time effectively.
- Through communication and collaboration, seek to improve own and others practise at every opportunity.
- Be an effective team worker at all times.

Health and Well-Being

The post holder will:

- Be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
- Know how to identify potential child abuse or neglect and follow safeguarding procedures.
- Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

Team Working and Collaboration

The post holder will:

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

A job description can never be fully descriptive and exhaustive of all responsibilities and unforeseen changes or circumstances. It is expected that staff will, within reason, respond to the need to change roles and responsibilities as the need arises relevant to their qualifications, abilities, experience and the situation.

Person Specification	Essential	Desirable	Measured by Application From/Interview
Qualifications and Training			
GCSE grade C or above in both Maths and English	√		A
Willingness to undertake training	√		I
Good literacy and numeracy	√		A / I
Full driving licence	√		A
Qualification related to child or social care		√	A
Current first aid qualification		√	A
Experience			
Experience of working with young people preferably in an education setting		√	A / I
Knowledge and Understanding			
Understanding / knowledge of safeguarding	√		A / I
Understanding / knowledge of pupils with special educational needs (SEND)	√		A / I
Understanding / knowledge of assessment tools		√	I
Understanding / knowledge of local and national learning strategies		√	A / I
Skills			
Ability to work as part of a team	√		A / I
Able to organise, prioritise and complete tasks efficiently	√		A / I
Flexible approach to working	√		I
Ability to build relationships with children and young people	√		A / I
Able to deal with problems in a positive and systematic manner	√		I
Ability to use own initiative	√		A / I
Able to recognize behaviour in children which gives cause for concern and follow school procedures	√		A / I
Competent in the use of ICT	√		A / I
Able to work effectively as part of the whole school team	√		A / I
Able to communicate effectively both orally and in writing	√		A / I
Personal Characteristics			
Punctual and reliable	√		A / I
Calm under pressure	√		A
Self-motivated	√		A
Positive and energetic approach to work	√		A / I
Versatile and flexible	√		A
Willing to learn from the good practice of others	√		A / I

We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to an enhanced DBS check.