

## Job Description

<b>Job Title:</b>	Intensive Support Advisor	<b>Reporting to</b>	Assistant Principal
		<b>Grade and Range:</b>	Grade F

<b>Purpose and context:</b>	<p><b>Intensive Support Advisor</b></p> <p>To provide a professional and confidential 1:1 service to students, promoting their mental health and emotional well-being and building their resilience to help them cope with the difficulties they face. Identifying any safeguarding and child protection concerns and report them appropriately.</p>
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This is a description of the main duties and responsibilities of the post at the date of production and may change over time as requirements and circumstances change.

These responsibilities are not exhaustive and the post-holder is expected to carry out any other related reasonable duties commensurate with their skills, abilities and grade.

### Intensive Support Advisor

- Responsible for meeting with students for one to one sessions using a range of therapeutic techniques such as Cognitive Behaviour Therapy; Anger Management; Bereavement Support, Anger Management, Resilience Building, Solution Focussed Therapy or general talking therapy; in a person-centred way to support each student's mental health issues.
- Ensure students are advised safeguarding concerns have to be shared with the DSL and follow through with relevant referrals and follow up meetings with outside agencies to safeguard the young people.
- Responsible for advising parents/carers of the issues surrounding their children/young people and offering guidance and support; signposting parents/carers to other relevant organisations and services and/or referring students and parents to other agencies.
- Responsible for relaying difficult/painful information to parents/carer. This can include suicide attempts or self-harming incidents, concerns regarding sexual exploitation, substance misuse, inappropriate internet use, grooming or radicalisation or any other dangers/risks young people may engage in. It is your responsibility to ensure the parent/carer can safeguard the young person whilst at home and to alert appropriate outside agencies and update CPOMS alerting your DSL in a timely manner if parents deemed unable to safeguard the home.
- Responsible for completing referrals for Child & Young People Mental Health Services (CYPMHS) and liaising with relevant clinicians regarding referrals.
- Responsible for maintaining a positive relationship with essential outside agencies ensuring our student's needs are heard.
- Responsible for carrying out on-the-spot Risk Assessments for children at risk of harm due to their mental health issues, including responsibility to act on safeguarding issues appropriately and update CPOMS therefore alerting the DSL and liaising with the DSL when a second opinion is needed.

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- Responsible for completing monitoring form for line manager to show work carried out and referrals completed and waiting list by means of a triage and tier of need system.
  - Responsible for passing over relevant information to appropriate staff to ensure those who are working with students are aware of their support needs and are aware of any emotional triggers that could cause difficulties to the rest of the class/staff around them and of any potential risks to them, their teacher, peers or their classroom.
  - To participate in the Academy's annual performance management system.
  - To be responsible for health and safety within personal working area and to report any concerns to the Site Manager

**All staff are expected to**

- promote the Woodard Christian ethos that embraces all faiths and none
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- follow Trust policy and procedures
- observe health and safety requirements and play their part in ensuring a safe working environment

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main accountabilities and expectations for the post.

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## Person Specification

### Intensive Support Advisor

#### Qualifications

##### Desirable

Level 5 Foundation Degree in Youth Counselling and Working with Young Peoples Services or equivalent counselling qualification

#### Experience and Knowledge

##### Essential

Experience working with Young People.

Experience working in Mental Health.

##### Desirable

Experience working in Education.

Up to date Safeguarding knowledge.

Knowledge of theories surrounding counselling and talking therapies.

Knowledge of outside agencies associated with Mental Health and Wellbeing.

Knowledge of legislation re NHS and changes mental health/emotional support provision in our area.

##### Essential

Experience using word and adequate and professional level of ICT skills.

#### Skills and Abilities

##### Essential

High level of empathy

Adaptable, person centred approach.

Creative and innovative practice.

##### Desirable

Excellent interpersonal skills.

Experience of working therapeutically with young people who have experienced trauma.

#### Motivation

##### Essential

Commitment to the Academy and Trust's vision and values.

Focused on impact and outcomes of work activities.

#### Personal Qualities

##### Essential

Keep up to date with industry best practice, ensures they maintain CPD training.

Strong commitment to high personal and professional standards

#### Special Conditions

##### Essential

All post holders will be required to undertake an enhanced DBS check