

## **School Emotional Wellbeing Assistant Job Description**

**Line Management:** As per current staff structure

### **MAIN RESPONSIBILITY**

- The post holder will be part of the Therapies and Intervention Team within Ripplevale School and College.
- Work alongside the Emotional Wellbeing Manager in providing support within the school.
- Assist with providing CBT through the School Mentoring Programme for those who have been identified as requiring intervention due to complex emotional and social problems.
- Assist with provide Mentoring and Coaching identified on the Intervention Schedule for individuals following self-referral, tutor or teacher referral and/or EHCP objectives

### **Relationships**

1. The post holder is responsible for working collaboratively with the interventions schedules and therapies within the school in order to provide a holistic approach to the educational provision.

### **RESPONSIBILITIES**

1. To assist with referrals from pupils and students, teachers and teaching assistants, assist with provision of service as agreed with Head of Inclusion and Therapeutic Services;
2. Assist the Emotional Wellbeing Manager with formulating, implementing and evaluating therapy programmes for pupils and students and record on to the Intervention Schedule;
3. To exercise autonomous professional responsibility for the assessment and treatment of pupils and students;
4. Attend therapy and intervention meetings, working closely with other members of the team to maintain a holistic approach;
5. Keep coherent records of all interventions
6. Attend Parent Consultation and Review meetings as required.
7. To maintain behavioural management in accordance with the rules and behavioural policies of the school promoting positive behaviour through the school reward and award systems;

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8. To assist with assessing pupils' achievements and progress in accordance with arrangements agreed within the school and by reference to the provisions contained in the pupils' EHC plans;
9. To mark one to one and group attendance registers;
10. To run and support regular sport therapy sessions.
11. To assist with whole school projects with collaborative planning, preparation and delivery;
12. To assist with the support of presentation of achievements, student work and the creative curriculum within the corridors of Ripplevale School and College.
13. To contribute to the development of best practice within the Intervention and Therapy Team
14. All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, patients and the general public.
15. All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the GDPR and Security and Confidentiality Policies.
16. Employees of the Trust will be required to promote and support the mission and vision of the service for which they are responsible.
17. Develop and maintain good communication

**The job holder is required to undertake other duties from time to time as required by the Headteacher which may include attendance at your place of work outside of the term time teaching commitment.**

**You are required to comply with all Health and Safety guidance within your areas and rooms and to work collaboratively with your colleagues to maintain a health and clean environment.**

### **Standards and quality assurance**

1. Support the aims and ethos of the School and College;
2. Set a good example in terms of dress, punctuality and attendance;
3. Attend and participate in open evenings and student performances, including supporting out of school/college activities and events which extend beyond the school day;
4. Uphold the School and College behaviour code and uniform regulations;

### **Arrangements for appraisal of performance**

The role of the Emotional Wellbeing Assistant will be monitored through the schools performance management programme by a Nominated Member of the Senior Leadership Team.

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### **Supervision**

To engage with the formal process of supervision within the school in which the workload and performance of the Emotional Wellbeing Assistant is constructively analysed and reviewed each term.

### **Assessment and Training**

To engage with the formal training and development programme within the school.

### **Equality and Diversity**

Be aware of and support difference and ensure that the schools equalities and diversity policies are followed.

### **Safeguarding**

Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection; Health and Safety; Confidentiality; and GDPR and report all concerns to the Headteacher or Safeguarding Team.

The jobholder is required to contribute to and support the overall aims and ethos of Ripplevale School and College. All staff are required to participate in training and other learning activities, and in performance management, supervision and development as required by the colleagues policies, practices and development plan.

Signed

JOB HOLDER

Printed Full Name

Dated

Signed

HEADTEACHER

Printed Full Name

Dated