**Job Description & Personal Specification**

**Post:** Wellbeing Support Worker

**Reports to:** Assistant Head – Therapy Coordinator

**Hours per Week:** 33.5

**Salary:**  £16545.91

**Knowledge and Understanding**

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 high quality teaching and the main strategies for improving and sustaining high standards of practice and achievement for all pupils;
* The implications of the code of practice of special educational needs for teaching and learning, with the aim of reducing students barriers to learning and education and psychological, physical and sensory, social communication and interaction development leading to all pupils achieving their full potential;
* The schools Code of Conduct.

**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.
* The completion of deployed Wellbeing Support Plans (WbSP) and assigned Therapeutic Education Plan (TEP) sessions.
* 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 policy.
* End of Day Gate Duty.
* Attend Wellbeing Daily Feedback Meetings and other calendar events.
* Complete duties as determined and deployed by the Therapy Coordinator and / or Senior Leadership Team.
* Attend weekly Wellbeing Meetings.

As part of the Wellbeing Support Worker progression additional duties are offered once probation has been completed, these duties come with the following responsibilities:

**Restrictive Physical Intervention (RPI) Trainer Duties**

* Completion of 60 hours training allocation and administration of training events.
* Inputting of hours onto the central register.
* Application and compliance of the schools RPI Policy.
* Support and coordination of Reactive Intervention Phase RPI as directed by the Senior Leadership Team (SLT).
* Quality Assurance of whole school practice and identification of Training Need Analysis (TNA) via practice and Sleuth audit.
* Assistance in the completion of Incident Reviews.
* Completion of RPI Pupil Comments as deployed by the Wellbeing Coordinator.

**Further Additional Duties**

* Wellbeing Support Workers will be encouraged to enrol on a training course with an underpinning therapeutic theory to the Basic Functioning of the school. This will be determined and documented via Performance Management.

**Training and Professional Development**

The Wellbeing Support Worker will:

* Positively contribute to regular supervision and Line Management and participate in training activities; supporting the overall aims of the school.
* Undertake regular training in Safeguarding and PBRS.
* Undertake regular training, to include First Aid, Medication Handling, fire evacuation and the schools universal offer to meet psychological, physical and sensory and communication and interaction needs of each pupil.
* Participate in training during designated training days, and at other times, including inset and external training opportunities, as directed by the Senior Leadership Team.

**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.

**Relations with Parents/Carers and Wider Community**

* Communicate effectively, orally and in writing with parent(s) / carer(s) and with internal and external professionals in accordance with the schools policies.

**Managing own Performance and Development**

* Prioritise and manage own time effectively.
* Achieve challenging professional goals.
* Take responsibility for your own professional development.
* Undertake training as directed by the school.

**Managing Resources**

* Establish resource needs and advise the Wellbeing Coordinator / 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.
* Advise the Headteacher on the deployment of support staff involved in the teaching of all subjects, to ensure the best use of subject, technical and other expertise.
* Ensure the effective and efficient management and organisation of learning resources, including information and communications technology.
* Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.
* Use accommodation to create an effective and stimulating environment for teaching and learning.
* Ensure the working environment and other areas are visually and physically assessable for pupils.
* Ensure that there is a safe working and learning environment in which risks are properly assessed.

**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.

**Work Environment and Work Pattern**

The post requires attendance 5 days per week throughout school term-time (unless otherwise negotiated and stated in the Job Description Overview below).

8.45am to 3.15pm Monday – Friday – You will be expected to attend a Wellbeing Meeting once a week which will be between 3.15pm – 4pm as scheduled by the SLT

A further 5 days of 8 hours will be worked as training days (this may be amended due to the needs of the school).

Whilst the vast majority of the post holder’s work will be undertaken on the school premises the post holder will be expected to occasionally work offsite and participate in school trips etc.

**Confidentiality**

It is expected that all school employees understand the nature of our work is confidential and details about our pupils and their families, associated services, pupil records and activities / incidents at the school should not be divulged to members of the public. If there is a breach of confidentiality, this may result in disciplinary action being taken.

**Conclusion**

This job description and specification is intended to convey information essential to understanding the scope and the outlined purpose of the job and the general nature and level of work performed by post holder. However, the job description can never be fully exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.