**Job Description & Personal Specification**

**Post:** Wellbeing worker

**Reports to:** Headteacher

**Hours per Week:** 37.5 (Monday to Friday, 8.30 – 16.00, term time only)

**Salary:**  £20 000

**General duties**

* To work under the instruction and guidance of the SLT.
* 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.
* Flexible support of 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**

* Attend AM and PM briefing.
* Contribute to and follow Wellbeing Support Plans (WSPs) and level 2 risk assessments (2RA).
* Work with students 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.
* AM and PM gate duty.
* 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).
* Student debriefs post RPI.
* Support off site activities including completing risk assessments and driving duties.
* Establish resource needs and advise SLT of likely priorities for expenditure.
* 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 best provide for managing students in crisis.
* Ensure the working environment and other areas are visually and physically assessable for pupils.

**Expectations**

* 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.

**Further development**

As part of the Wellbeing Worker progression, additional training and responsibility may, at the discretion of SLT, be offered to progress towards being an RPI trainer which will entail the following responsibilities:

* 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 post incident activities as directed by 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.

Further to the above, wellbeing workers will be given the opportunity to undertake therapeutic training courses where appropriate and as directed by SLT.

**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.**