



eutc

elstree  
university  
technical  
college

# **semh coordinator**

**applicant's pack**





# principal's introduction

Dear candidate,

Thank you for your interest in working at Elstree University Technical College as an SEMH Coordinator. This is a brilliant place to innovate, make and learn.

This is a creative college full of vitality and enthusiasm. Our students are a credit to us and our campus is new and well resourced. Our staff are passionate and industry credible. EUTC benefits from leading academic and industry partners and aims to be a centre of excellence and the national leader specialising in education for the entertainment, film, television, theatre, visual arts and digital communication industries.

As a new college, we are still expanding and developing our curriculum. We currently have around 400 students on role and we expect to have 600 (full capacity) by 2020.

This position provides a real opportunity for a proactive and inspiring administrator who can be part of driving organisation and progress forward. This role is a very significant and valued role at EUTC - our SEND provision depends on the efficiency and effectiveness of the SEMH to deliver learning support to SEMH students including PP/LAC. We welcome and encourage prospective candidates to come and see us and get a feel for our college.

Thank you again for your interest in being a part of the SEND Team at Elstree University Technical College and working with the creative, curious learners we work for.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chris Mitchell', with a horizontal line underneath.

Chris Mitchell  
Principal

Please note that references will be sought for all candidates prior to interview.

The Elstree UTC is committed to safeguarding and promoting the welfare of children therefore all positions in the school will be subject to satisfactory Enhanced Disclosure and Barred Service Certificate.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply



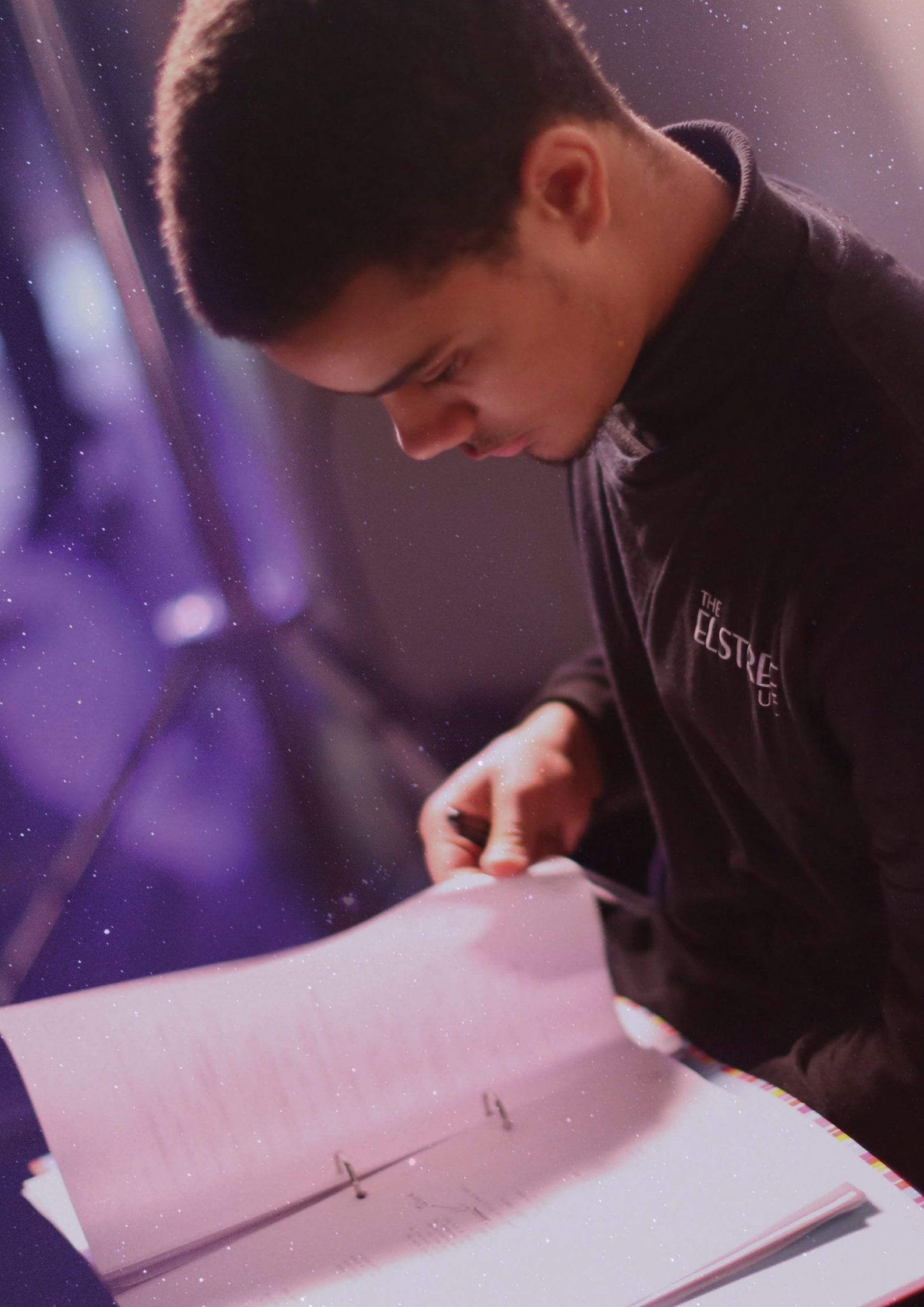
# working at eutc

We are able to offer opportunities to work professionally in media arts content-creation including film/TV production, music production, graphic design, marketing and app development. Students will be trained and mentored to work on live briefs for real industry clients such as Elstree Studios, the MOBO Awards, Apples & Snakes, SmallTalks, Apps for Good, Elstree Screen Heritage, Team Margot and the British Library. Students develop proficiency in industry standard software, hardware and technical kit through our programme of workshops, designed to equip our learners with the skillset required for professionally recognised trades and crafts. Students who complete these workshops can then join EUTC Production crews to fulfil industry briefs for our professional clients

We are seeking to appoint an enthusiastic, inspirational and motivated SEMH Coordinator who can proficiently lead, deliver and evaluate a range of interventions which support vulnerable young people, including Looked After Students and Pupil Premium students, ensuring student engagement in access to learning and improved aspirations and outcomes. This is an exciting opportunity for a committed and motivated professional and would be suitable for an SEHM Coordinator who wants to work in a wonderfully creative college to exceed their potential. We are keen to welcome colleagues who share our passion for engaging students in learning and inspiring them to achieve. Visits to the UTC are welcome and encouraged.







# social, emotional and mental health coordinator

**Responsible to:** Assistant Principal Inclusion

**Purpose:** Providing Learning Support to SEMH students including PP/LAC

**Key Accountabilities:** Learning Support

## Learning Support

- The Social, Emotional and Mental Health Coordinator will lead, deliver and evaluate a range of interventions which support vulnerable young people, including Looked After Students and Pupil Premium students, ensuring student engagement in access to learning and improved aspirations and outcomes.
- Working directly with the Assistant Principal, the SEMH Coordinator will be responsible for the day-to-day, operational management of Child Protection cases at the college.
- The SEMH Coordinator is responsible for the day-to-day management of the Learning Support Provision with particular focus on vulnerable groups, SEMH, PP and LAC.
- As directed by the Assistant Principal for Inclusion, using best practice and working with the Learning Support Team and Student Services Team provide specific and targeted interventions for students with SEMH needs, IEPs and EHCPs via one-to-one interventions and group work where necessary, to improve outcomes for students and promote emotional intelligence, executive skills and resilience.
- Assessing, recording and reporting on the development, progress and attainment of vulnerable student groups, in each case having regard to the mission and curriculum of the College.
- Making records of and reports on the personal and social needs of students.
- Communicating and consulting with the parents/ guardians of students.
- Establish a daily 'Flexible Learning Classroom' and work with any external support agencies to deliver appropriately targeted interventions for SEMH students who require a flexible approach to learning.
- Provide advice, guidance and coaching to staff in the area of SEMH students, to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all students.
- Devise evaluation tools and methods to ensure ongoing monitoring and progress of interventions which support SEMH students and set targets for quality controlled improvement.
- Coordinate any alternative and off-site provision, including Home Tuition, ensuring that relevant safeguarding provision is made, including regular and ongoing visits and/or monitoring takes place.

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- Analyse and act on behaviour trends, by devising relevant and timely packages and/or interventions, using data provided by the SENCO and or College systems.
- As directed by the Assistant Principal and SENCO, the SEMH Coordinator will be responsible for the coordination and management of a Child Protection caseload for the college, including liaison with outside agencies, documentation/record keeping, internal communication with staff and follow-up as necessary. Safeguarding training will be given.
- Participating in meetings arranged for any of the purposes described above.
- Participating in arrangements made for your Performance Management Review.
- Participating in arrangements for your further training and professional development.
- Advising and co-operating with the Senior Leadership Team, department leader and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

#### **Other Duties**

- To act as a role model in promoting the ethos of the College.
- To contribute to the strategic objectives of the College as required.



## Person Specification

### Essential

- Educated to Honours degree level
- Ability to respond to changing priorities and demands of a fast moving environment.
- Ability to develop and implement a wide range of learning tools, specific to SEMH student needs and keep up-to-date with latest SEMH support methods, models for learning and safeguarding of students with SEMH
- Ability to find creative solutions to student disengagement, always building aspirations of students towards reaching their potential and outstanding results
- Find creative solutions using Curriculum Resources, SEND resources developed from colleagues and/or training materials, e.g. the SENCO and ICT where applicable, to achieve improved outcomes for all SEMH students throughout the College.
- Have extensive experience working with or relating to young people with SEMH and have a commitment to their wellbeing, education, personal development, welfare and aspirations
- Have the ability to build positive working relationships with young people, teaching and support staff, CAMHS, other external support agencies and educational establishments, where necessary.
- Excellent interpersonal and communication skills – both verbal and in writing – are essential together with the flexibility and adaptability to work in a challenging and demanding role, with ever changing situations.
- You will be required to occasionally work flexibly to enable you to support events eg open evening, parents evening.
- You will be emotionally aware, able to work independently as a coordinator of a small team, overseeing a wide variety of projects and activities as well as work as part of a wider school team, ensuring the smooth running of Learning Support and that SEMH students are receiving a high level of input into their education.
- You will have an approachable and good humoured disposition This is a 'hands on' position. You will be a strong administrator with the ability to design and implement robust systems and procedures in order to manage a busy workload.
- You will also be effective in communicating those systems both verbally and via the use of ICT, internet, databases and software packages available to you, where applicable.
- You will have excellent Microsoft office skills and able to use data as a tool to improve student outcomes
- Ability to engage positively and successfully with all young people - including – and especially those who may be challenging - and remain calm, professional and supportive at all times.
- You will show initiative and regularly review and evaluate departmental processes and procedures with the Assistant Principal (Inclusion), implementing improvements and changes required as necessary.

# safeguarding

The Governing Body is committed to safeguarding and promoting the welfare of children and young persons and must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will therefore be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

## how to apply

To apply please download and complete the candidate application form available at [www.elstreeutc.co.uk/careers/](http://www.elstreeutc.co.uk/careers/) then forward it on to [tegan.adams@elstreeutc.co.uk](mailto:tegan.adams@elstreeutc.co.uk) and [chris.mitchell@elstreeutc.co.uk](mailto:chris.mitchell@elstreeutc.co.uk)

Please visit [www.elstreeutc.co.uk/careers/](http://www.elstreeutc.co.uk/careers/) for further information about working with us at Elstree University Technical College

Learn more about our college:

Visit us at [www.elstreeutc.co.uk](http://www.elstreeutc.co.uk) for all the latest news and events.

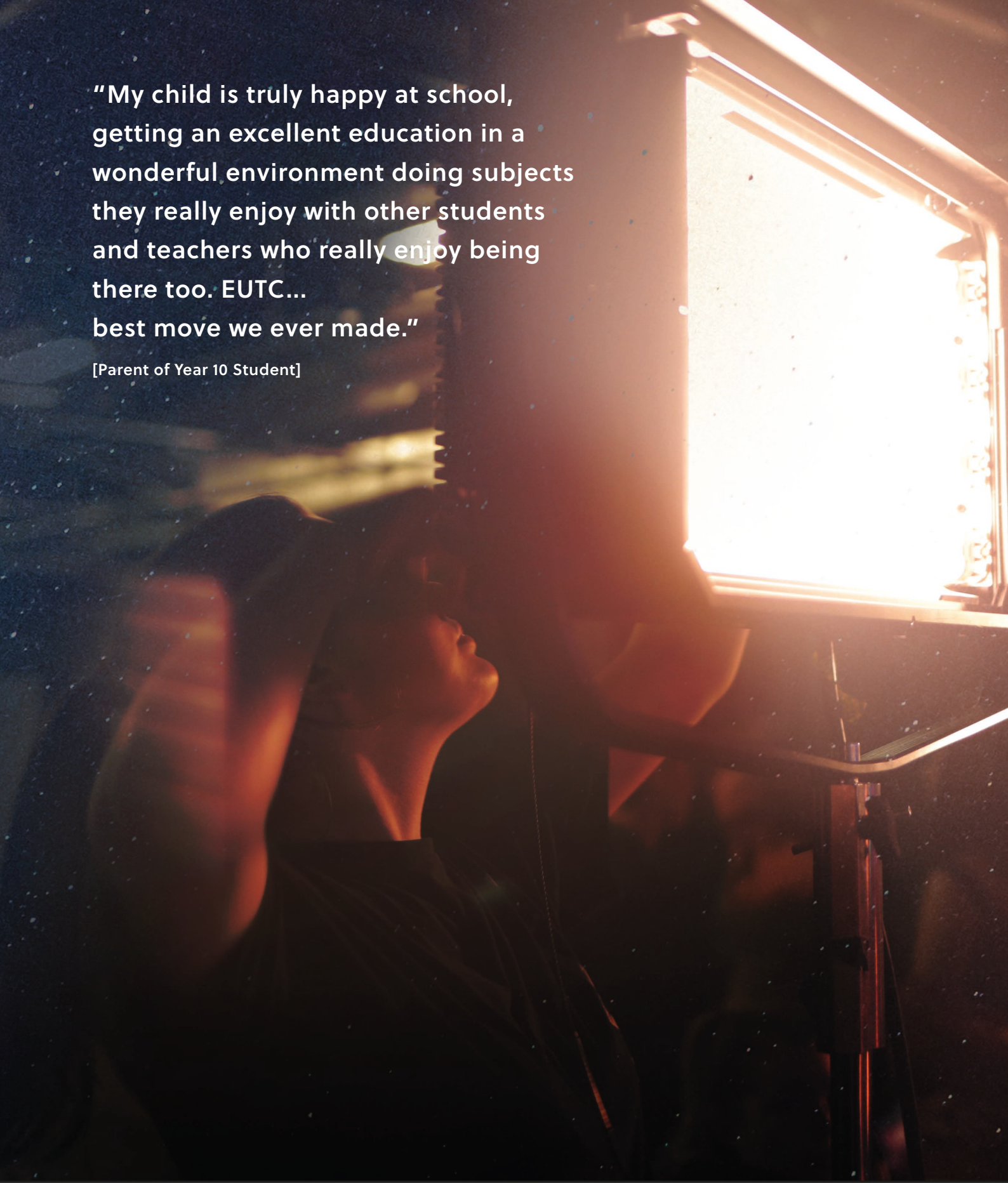
Head over to our [YouTube channel](#) to check out the content produced by our students and in-house production company 'EUTC Productions'.

Visit our [Instagram](#) account for behind-the-scenes images from the EUTC campus.

Follow our [Twitter](#) and [Facebook](#) accounts for detailed updates directly from college departments and our Media Communications team.







"My child is truly happy at school,  
getting an excellent education in a  
wonderful environment doing subjects  
they really enjoy with other students  
and teachers who really enjoy being  
there too. EUTC...  
best move we ever made."

[Parent of Year 10 Student]

Elstree University Technical College  
Studio Way, Hertfordshire  
WD6 5NN

"The curriculum provides students with a wealth of opportunities to combine academic study with creativity to gain high quality skills that meet the expectations of the film, theatre and television industry."  
(OFSTED 2015)

[www.elstreeutc.co.uk](http://www.elstreeutc.co.uk) | 020 8386 6220

Proud to work with...

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...to prepare our students  
for industry success