**Job Description**

**Post Title: Well-being Coach**

**Grade: £22,000 - 25,000**

**Employed by: Northampton Free School Trust**

**Line Manager: SENCo**

**Broad description of role:**

To work directly with learners to improve their emotional health and well-being whilst also working with parents and stakeholders to improve their confidence and ability to give children and young people the support and direction they require to build resilience. To support the teaching team in providing inspirational learning support at Wootton Park School. To assist teaching staff in the planning, review and delivery of the curriculum by supporting learners in whole classes, individually and in small groups. To assist in the health, safety, welfare, emotional and behavioural support of learners. To develop and deliver a range of interventions to enable learner progress and increase self-esteem, confidence and well-being of learners.

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| Key Areas | **Responsibilities** |
| **1. Teaching & Learning** | To support learning and teaching as directed, challenging and motivating learners in order to foster independence and develop self-esteem  To work with learners in assessing their ability, interests, development points, aspirations and progress through the use of Learner Passports and Progress Records  To assist in the planning, delivery and review of lessons, interventions and enrichment sessions, including developing differentiated materials and resources as appropriate  To contribute to the assessment of learners through observation and reporting, recording information relevant to assessment and review, including participating in record-keeping and undertaking appropriate administrative tasks related to learner progress  To arrange for monitoring and evaluation of Wellbeing activity, amending planning and operations on the basis of evidence available |
| **2. Learner Support** | To attend Learner Progress, EHCP and EHA review meetings, where necessary and appropriate  To act as Lead Professional for the Early Help Assessment process, engaging learners, families and external agencies in regular dialogue in order to achieve positive outcomes  To encourage learners to access relevant health and wellbeing opportunities  To provide evidence based interventions for learners to improve their emotional health and wellbeing  To promote healthy lifestyles and positive mental health  To plan and deliver group sessions to learners on topics related to wellbeing and positive mental health. E.g. Mindfulness, resilience, anxiety management  To facilitate one off drop in surgeries for individual learners as appropriate  To ensure that the voice of children and young people is actively sought and practice is maintained to support a culture of meaningful participation  To observe confidentiality and to support the school’s endeavour to provide excellent pastoral care for all students  To provide targeted learners with appropriate support and mentoring to empower them to manage and develop their learning, self-esteem, confidence, behaviour and access to the curriculum  To promote the inclusion and acceptance of all learners, encouraging them  to interact and work co-operatively and engage in all activities  To improve parents and stakeholders ability and confidence to give children and young people the support and direction they require to build resilience  To support parents with a co-ordinated approach to learning, behaviour and well-being at school and home, e.g. through parent events |
| **3. Classroom Support** | To be actively involved in the day-to-day management of the learning environment, including responsibility for the care and preparation of teaching aids, equipment, displays, materials as appropriate |
| **4. School Support** | To work in conjunction with the SENCo to develop Wootton Park School’s Wellbeing Strategy  To have an understanding of special educational needs and disabilities as defined in the SEND Code of Practice 2014  To undertake induction training for teaching assistants and participate in staff review/appraisal/performance process and make use of professional development opportunities  To contribute to team meetings and share learning and innovative practice To attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours  To work within agreed frameworks around assessment and safeguarding  To adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school  To carry out the duties of the post in ways which contribute to a supportive working environment within the school, for example, to be aware of tasks undertaken by other staff in order to provide support or cover when required  To understand the school’s policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies  To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents/carers, learners and members of the general public  To be responsible and accountable for carrying out the post with regard to the school’s Equal Opportunity Policy and Health and Safety at Work Act |
| **5. Administration** | To carry out efficiently the various necessary administrative functions, including school and departmental requirements in relation to the proper and accurate keeping of registers |
| **6. Development Aspects** | To play a part in the development of departmental, curriculum development and year team meetings as appropriate  To seek to identify personal staff development and INSET needs and ensure that these are discussed with Head of Department/senior staff |
| **7. Appraisal/Performance**  **Management** | To actively engage in the school’s appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues |
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| **8. Health and Safety** | To ensure that practice is, in all respects, consistent with the requirements of Wootton Park School’s Health and Safety Policy, as well as with any subject specific health and safety guidelines |
| **9. Extra-Curricular** | To be involved in some aspect of extra-curricular activity, planning and delivering activities as appropriate |
| **10. Safeguarding** | The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment |
| **NB**: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal (in consultation with the post holder) to reflect the changing work composition of the School or to reflect changing learner needs. | |
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