

Learn@ MAT Cental ALP

Applicant Information Pack

SEMH Lead

BG9 £25,481 - £27,741

All year round

37 hours per week

Dear Applicant,

Thank you for your interest in the position of SEMH Lead at our Central ALP in St Philips, Bristol.

I hope you find the information helpful. If you feel that this is a post for which you would like to apply, please complete all sections of the Application Form including the Equal Opportunities monitoring (CVs are not accepted) and return it to Louise Shepherd, by either of the following ways:

Email: louise.shepherd@learnmat.uk

Post: Learn@ MAT
c/o Knowle DGE Academy
Leinster Avenue
Bristol
BS4 1NN

The closing deadline for applications is Monday 6 December 2021 at noon

Please ensure you provide the name, addresses (including email addresses where possible) of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Unfortunately, we will not be able to provide feedback on your application at this stage.

Visits are welcomed. Please contact Louise Shepherd on 07458 102618 or 0117 4456 6513 if you would like to visit.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely

Jen Southall
Chief Executive Officer

Important Dates:

Closing Date: 6 December 2021 at noon
Interviews: Week commencing 13 December 2021
Start date: As soon as possible

Job Title	SEMH Lead
Purpose of Role	To support all the young people who attend Learn@ MAT, specifically those attending the Central ALP/Post 16 Hub, in helping them recognise their areas of special educational need and all associated disabling factors. To support the Assistant Head in ensuring all our work with these young people is tailored to meet these needs and ensure all staff identify and work with the youngsters in developing strategies to overcome any poor, challenging or obstructive behaviours, as well as overcome social and emotional barriers to their progress and development. To lead and support the staff team, both on and off site, to support each young person engage in a personalised learning programme which leads to a positive future.
Responsible To:	Assistant Headteacher
Salary Grade	BG9
Main Duties	<ol style="list-style-type: none"> 1. To lead and organise off-site activities for each young person, which compliments and enhances the on-site learning programme, and meets the needs of that young person. 2. To provide clear communication to all school staff in that department, parents and other professionals involved ensuring all work with a young person is part of a coordinated comprehensive needs package. 3. To record all relevant information with daily update to relevant teachers, multi-professionals and the Assistant Head for the Central ALP. 4. In conjunction with the Assistant Head for the Central ALP and teaching staff, to identify the best off-site programme for each young person and ensure the best possible staffing resources are in place to provide each package. 5. To lead a team of Engagement Workers in facilitating all relevant on and off site programmes for each young person, ensuring this team plan, lead and report on all activities they run with each young person as agreed with the SEMH Lead. 6. To identify, bid for and maintain appropriate support resources for use by all Engagement Workers throughout the Central ALP. 7. To network with any other relevant outside agencies in providing appropriate programmes/input for identified young people. 8. To liaise with Learning Partnership West (LPW) in the management and direction of the team of Engagement Workers. Ensuring regular open communication and feedback between Learn@ MAT and LPW which maintains positive working arrangements, clear understanding of roles and responsibilities and is in line with our Service Level Agreement.

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| | <ol style="list-style-type: none">9. To monitor and evaluate the impact of the non-teaching support team, including the Engagement Workers, and manage their professional development, ongoing performance and the whole team involvement of this group of staff. This will ensure that all professional expectations are met, including daily logs of work and any related issues, as well as, regular reports to the main Academy for each young person they are working with.10. To develop the level of social skills and emotional literacy in all young people, especially those who access high levels of off-site support with Engagement Workers.11. To access relevant courses/materials and professional development opportunities where relevant and possible, including accessing through professional support from across Learn@ MAT.12. To work independently with individuals and groups of young people as identified or directed by the Assistant Head of the Central ALP.13. To provide planned support for young people within the Central ALP at informal times, such as arrival, break-times and lunch-time.14. Support the Assistant Head in Child Protection issues and be responsible for Core Group meetings and Case Conferences for relevant children within the Central ALP; including helping to maintain comprehensive systems of recording and reporting CP concerns CPOMS.15. To prepare students for employment, College and/or apprenticeships.16. To support the Assistant Head of the Central ALP/Post 16 Hub in achieving and maintaining all our targets and highest standards in our work with the young people and their families. At times this may mean standing in for the Assistant Head in the daily management of the provision and/or at relevant meetings representing the provision. |
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Please Note:

This job description only contains the principal accountabilities relating to this post and does not describe in detail other duties that may be delegated as necessary by the Assistant Head Teacher.



Employee Specification SEMH Lead

	Essential	Desirable
Qualification	GCSE Qualifications in English and Maths A record of continual professional development Level 3 Qualification or above (e.g. Degree, Diploma in Childcare/Education or equivalent higher qualification) Thrive or Nurture basic Safeguarding training	SEN specific qualification Level 4 or above Qualification in Education, Youth Work or Care Services
Experience	Experience of working with young people at KS3 – KS5 within the past three years Have worked with young people with challenging behaviour and emotional and social differences Have worked with a multi-professional team Experience mentoring and/or key worker for vulnerable pupils. Experience leading a lead/able to lead a team.	Experience of non-educational environments Minimum of five years' experience in education Having worked in a special school AP setting for at least two years
General Knowledge	Awareness of a range of SEN specifically SEMH and/or SLCN and strategies for working successfully with them child centred approach to work	Positive handling trained (e.g. Team Teach) Child development

	Essential	Desirable
	knowledge of Bristol and tensions between different areas.	
Subject Knowledge	<p>Understanding and appreciation of differences caused by SEMH and/or SLCN</p> <p>Level 1 Child Protection training</p> <p>Understanding of mentoring principles</p> <p>Behaviour management</p> <p>Team Teach or the equivalent proactive behaviour management</p> <p>Good understanding of how to communicate effectively and listen to adults and pupils</p> <p>Understanding of EHCP's and review meetings.</p>	Level 2 Child Protection/DSL
Attitude	<p>Empathy and understanding of young people with SEMH and/or SLCN including very challenging behaviours</p> <p>Consistently positive approach to working with all young people and adults in challenging circumstances</p> <p>Prepared to support young people outside of school hours and through school holidays</p> <p>Happy, cooperative approach to young people in which their attitudes and actions are not taken personally</p> <p>Flexible and problem solution focused. Always seeking to improve, learn and develop as a person and a professional</p> <p>Reflective thinker</p> <p>Team player</p>	
Working Conditions	<p>Hold a full UK Driving License</p> <p>Non-smoking environment</p>	Possible outreach outside of the Bristol area

	Essential	Desirable
	Inclusive Educational setting (we do not exclude)	

Explanatory Notes

Applications will only be accepted from candidates completing the appropriate Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Candidates should be aware that all posts in Notton House Academy involve a degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)

- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of supporting positive behaviours.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- List 99 Check
- Satisfactory DBS Enhanced Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.