

Job Description: Student Support Services and Family Liaison.

Responsible to Head of Senior School and/or Vice Principal

Salary £8,968 (£19,122 FTE)

Responsible for Offering in-school Social, Emotional and Mental Health support to children and adolescents age 7 to 16 in order to facilitate their access to the Curriculum and help them engage effectively in the whole school life, including boarding. Considering the young person holistically is essential.

Hours worked 24 hours per week, term time only, including 5.6 weeks pro-rata holiday pay

Principal Responsibility Areas Under the lead and guidance of the Head of Senior School or Vice Principal:

- To address and resolve conflict and social-interaction difficulties.
- To work 1:1 and with small groups.
- To make and maintain notes.
- To refer students for specialist services.
- To work in collaboration with teachers, other therapists and Senior Leadership Team.
- To liaise with parents, carers and carry out home visit with the Head of Senior School or Vice Principal, as appropriate.
- To liaise with Local Authorities and other external professionals.
- To produce reports and attend reviews as and when required.
- To assist the Annual Reviews as appropriate, for all pupils.
- To produce timely report for periodic reviews, this may include liaising with parents, LEAs, school staff and other professionals.
- To update and maintain accurate information on the management information system.
- To maintain efficient and appropriate record-keeping systems.
- To ensure high standards of Safeguarding are maintained in accordance with the school's policy.
- Any other reasonable tasks as deemed necessary by the Head of Senior School or Vice Principal.

Terms and Conditions

These duties are not necessarily comprehensive and are subject to annual amendment by the Principal after consultation with the post holder.

In the event of these duties not being performed to the satisfaction of the Principal and Governors, the matter will be dealt with in accordance with disciplinary procedures agreed by the Principal and Governors.

Terms and conditions of employment are set out in the Letter of Appointment/Contract.

Signed: Date:

Signed: Principal

DR