



## JOB DESCRIPTION – Wellbeing Support Assistant

<b>Responsible to:</b>	Head Teacher & Governing Body
<b>Line Manager:</b>	Assistant Head for Inclusion
<b>Purpose:</b>	To support students who struggle with their social, emotional and mental health.
<b>Salary:</b>	NJC Band 3 (points 6-11) + SEN allowance Point 6 - £25,183 FTE, Actual salary £21,438.61 + £1269.31 SEN allowance
<b>Hours of work:</b>	5 days a week, 36.25 hours per week, term time only + INSET days

### Principle responsibilities

- Provide in lesson support to students who are behaviourally challenging.
- Provide 1:1 support to children who struggle with their social, emotional and mental health.

### Main Duties and responsibilities

- Plan and deliver individualised programmes of support to small groups of students to develop social and friendship skills.
- Plan and implement high quality individual learning plans for children with behavioural needs.
- Liaise with teachers and other support assistants about the needs and progress of children receiving support.
- Provide high quality behavioural support at social times
- Provide behaviourally challenging students with help in their management of stress, grief and anger.
- Liaise with parents and care givers in line with school policy.
- Provide high quality support to the pastoral team
- Work within own competencies and level of development.
- Promote good behaviour and attendance of school.
- To build effective relationships with all stakeholders in the school and wider community
- To attend and contribute to wider pastoral team meetings.
- To perform other duties as may be reasonably required within the general scope of the role



## Health and safety responsibilities

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided
- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the Head Teacher in the fulfilment of the objectives of the School's Health and Safety policies.

The Head Teacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the School, National Incentives and Statutory Legislation, after consultation with the post holder



## PERSON SPECIFICATION – Wellbeing Support Assistant

<b>EDUCATION AND QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>
Degree		•
Good numeracy and literacy skills (GCE/GCSE Grade C or above);	•	
Completion of DfES Teacher Assistant Induction Programme;		•
Appropriate qualifications/training, e.g. safeguarding, counselling;		•
<b>KNOWLEDGE AND EXPERIENCE</b>		
Minimum of one year's experience in a similar role	•	
Working with children of relevant age	•	
Previous experience as a Teaching Assistant or Learning Support Assistant		•
<b>SKILLS AND ABILITY</b>		
IT Literate	•	
Ability to relate well to children and adults;	•	
Strong behaviour management skills;	•	
Be supportive of all school policies and procedures;	•	
Understanding of SEND;		•
Understanding of safeguarding;	•	
Understanding of the specific social, emotional and mental health issues faced by young people		•
Pastoral/Counselling Skills		•
Ability to work flexibly within a fast-paced and changing environment	•	