



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	SEMH Provision Support
GRADE / SALARY	A8 – A14 currently £18,739 - £22,008 per annum
WORKING PATTERN	(Fixed term for one year) Term time only + 2 WEEKS
DEPARTMENT	Inclusion
LOCATION	Inclusion – Cornerstone Provision
REPORTING TO	SEMH Provision Lead and Assistant Principal
RESPONSIBLE FOR	SEMH Provision

We are looking for a new person to join our team who has experience either in mental health or as a youth worker or someone who has an interest in supporting students with social emotional health needs.

This job description details the responsibilities of the post, but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the academy and the GMAT.

Cornerstone is our internal provision for supporting students with Social, Emotional and Mental Health (SEMH) difficulties who require additional support to access some aspects of their education.

The aims of Cornerstone:

Our vision is to create a nurturing environment for our students to be able to access therapeutic interventions alongside their education in order to be successful. Students who are supported in the Cornerstone provision have targeted support so that they can access a broad and balanced curriculum. The holistic needs of each student will be taken into account when creating a bespoke timetable and the team will support them to improve their wellbeing, attendance, attitude to learning and academic outcomes. Our aim will always be focused on supporting student reintegration to mainstream lessons. It is important that all students are included in school life and can thrive in their education.

Specific Areas of Responsibility

- To support students with Social, Emotional and Mental Health (SEMH) difficulties who are struggling to access some aspects of their education.
- To work closely with the SEMH provision lead on the day to day running of the Cornerstone provision.
- To support students to access teaching within the mainstream curriculum.
- To plan and deliver targeted interventions to meet the needs of specific students.
- To monitor and support student behaviour, attendance and challenge underperformance.
- To identify and manage appropriate sanctions and rewards in place to support students.
- To liaise with the relevant staff across school regarding referrals, interventions, reintegrations and sharing of information.

- To work closely with parents/ carers and key stakeholders to support excellence in progress, behaviour, health and attendance across our own internal SEMH provision.
- Monitor pastoral data and academic progress as well as providing a regular overview of curriculum for students in our own internal SEMH provision.
- Develop effective professional relationships ensuring the standard of education is appropriate and students receive a high quality education that enables them to be aspirational about their future.
- Ensure that all placements are time limited, monitor progress of students in our internal SEMH provision and support their reintegration back into mainstream lessons.
- Support the SEMH Lead to collate data where appropriate in order to review student progress to identify individual student targets and their personalised pathways.
- Identify appropriate interventions, whether internal or external, to meet the needs of all students in our internal SEMH provision.
- Record all contact with parents/carers and other professionals in relation to individual students.
- Be aware of/comply with/policies and procedures relating to child protection; health & safety; confidentiality and data protection; reporting all concerns to the appropriate person
- Other roles as appropriate commensurate within the salary range.

Person Specification

Applicants should be able to provide evidence of their ability to meet the following criteria.

Experience and Knowledge		Essential	Desirable
1.	Excellent communication with a range of stakeholders and the ability to work as part of a team.	*	
2.	Experience in working with children in support of their wellbeing		*
3.	Qualification appropriate to the role or a willingness and ability to undertake additional training linked to the support of students who have SEMH difficulties.	*	
4.	Experience of working with students with SEMH needs.		*
5.	Evidence of supporting students to achieve targets		*
6.	Effective partnerships with parents/ carers		*
Competencies - Personal Qualities, Skills and Attitudes			
7.	The highest expectations for students irrespective of personal circumstance.	*	
8.	Able to anticipate barriers and find solutions.	*	
9.	To work with others where appropriate to bring about any necessary action or change.	*	
10.	Ability to plan and deliver targeted interventions to students.		*
11.	Ability to forge successful partnerships to enhance student experience and outcomes.		*

12.	An understanding of the Assess, Plan, Do, Review process.		*
13.	Able to support, mentor, coach and challenge students to improve their progress.	*	
Values			
14.	An understanding of the mission, vision, values and ethos of the Trust	*	
15.	A commitment to promote and support the mission, vision, values and ethos of the Trust.	*	
16.	Possess drive, enthusiasm, integrity, determination and energy to contribute to improving the life chances and experiences of our students.	*	
Statutory and Legal Compliance			
17.	Completion of statutory enhanced Disclosure Barring Service (DBS) checks	*	

In addition to the above specific duties all staff are required to:

- Participate in Performance Review.
- Promote and implement equality and diversity.
- Comply with legislation and adhere to Manchester Communication Academy's policies and procedures.
- Have due regard for safeguarding and promoting the welfare of children and young people.
- Contribute to the fulfilment of Greater Manchester Academies Trust's vision, ethos and strategic plan.
- Participate in professional development and fulfil contractual obligations.
- Attend appropriate meetings, both within the Academy and as appropriate to your role
- Respect confidentiality

The Greater Manchester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

Staff Benefits

- Access to Staff Employee Assistance Programme & other staff wellbeing services
- One additional 'Flexi-Day' of paid leave that can be taken during term time after 6 months' service
- Free On Site Parking
- Cycle to Work Scheme & On Site Bike Storage
- Car Leasing Scheme
- On Site Gym & Changing Room Facilities
- Electric Car Chargers
- Discounted Staff Bistro
- Free Tea & Coffee

Payroll & Pension

- You will automatically become a member of the Local Government Pensions Scheme (unless you opt out)
- Staff are paid by BACS transfer into their bank account on the last working day of the month, unless notified otherwise

Safeguarding

DBS	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
Rehabilitation of Offenders Act 1974	The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You are not required to provide details of criminal convictions at application stage, however if shortlisted for interview you will be asked to supply further information, which will include spent convictions.
Online Searches	Any candidate selected for shortlisting may be subject to an online search as part of our due diligence. Online searches do not form part of our shortlisting process, however any issues of concern that come up during an online search may be discussed with the candidate at interview.