



## Job Description

<b>Role</b>	<b>Wellbeing Support Worker</b>	<b>School/Department</b>	Maiden Erlegh School in Reading
<b>Grade</b>	Grade 5	<b>Reports to</b>	Wellbeing Lead
<b>Job evaluation code</b>	MER024	<b>Date of evaluation</b>	29 January 24
<b>Purpose</b>	To compliment the professional work of teachers by supporting the individual needs of vulnerable students to prevent barriers to learning and achievement, in accordance with school policy and government initiatives, in the pursuit of high standards of student progress.		
<b>Scope</b>	<b>Main contacts:</b>	<b>Staff responsibilities:</b>	<b>Financial accountability:</b>
	students, staff, parents, Local Authority, and other external agencies	None	None
<b>Key accountabilities</b>			
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide levels of individual and small group pastoral support to vulnerable students relating to mental health, emotional, behavioural issues as directed and offering learning alternatives.</li> <li>• Provide levels of individual and small group academic and pastoral support to vulnerable students who are underachieving as directed by line manager.</li> <li>• Support the management of Workshops and Internal Alternative Provisions such as Thomas Jarvis, Navigators, Nurse and MIND.</li> <li>• Support the referral process.</li> <li>• Work alongside SEN team to support SEN and EHCP students, work alongside educational psychologist, CAHMS, social services, youth workers and other external agencies to provide student plans.</li> <li>• Deliver interventions such as ELSA.</li> <li>• Consult, triage, and mentor identified students, keeping clear logs of meetings and provision logging.</li> <li>• Implement strategies to support with mental health concerns and signpost where needed for further support and agency advice.</li> <li>• Support in the development of the wider mental health strategy for students by attending Mental health surgeries and events.</li> <li>• Challenge and motivate students, promoting and reinforcing self-esteem.</li> <li>• Provide information and advice to enable students to make choices about their own learning/ behaviour/ attendance.</li> <li>• Work closely with parents to support them and develop strong links with the school to ensure positive behaviour and attendance (this may include home visits with another member of staff).</li> <li>• To coordinate in-house interventions for identified students, keeping clear logs, and communicating with the necessary staff (for example school nurse, school counsellor and any other opportunities which may arise for the school to support for students)</li> <li>• Work closely with subject leads, Heads of years and teaching staff to offer detail support plan for students.</li> <li>• Support staff to understand and manage the needs of students under the care of the inclusion team, offer guidance for teaching staff to identify additional needs in the classroom.</li> <li>• To effectively support and develop the wellbeing needs of the students under your care and ensure detailed development records are being kept.</li> </ul>		



	<ul style="list-style-type: none"><li>• Set achievable targets to students and support the progress whilst providing details records of their development.</li><li>• Set up programs for students to identify and assess and review students using the inclusion provision.</li><li>• Support with seeking new alternative provisions.</li><li>• Ensure staff's positive wellbeing in maintained by providing regular meetings with your whole team and 1-2-1.</li><li>• Work closely with all departments and teams and support the Wellbeing Lead.</li></ul>
<b>Other requirements and responsibilities</b>	Level of DBS required: Enhanced with Children's Barring list
<b>Structure chart</b>	<pre>graph TD; A[Wellbeing Lead] --- B[Wellbeing Support Worker];</pre>



## Person Specification

<b>Role</b>	<b>Wellbeing Support Worker</b>	<b>School/Department</b>	Maiden Erlegh School in Reading
<b>Grade</b>		<b>Job evaluation code</b>	
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>Higher Level Teaching Assistant standards or equivalent qualification or experience</li> <li>NVQ Level 2 or equivalent in English and maths</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>Knowledge and experience of supporting young people with mental health concerns.</li> <li>Knowledge of National Curriculum</li> <li>Knowledge of relevant learning strategies</li> </ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Ability to work with a team working environment and also able to work independently.</li> <li>Knowledge of the standard of work expected from students</li> <li>Ability to use ICT effectively to support learning</li> <li>Positive behaviour management</li> <li>Excellent communication and interpersonal skills</li> <li>A caring and positive attitude sensitive to student needs</li> <li>A sense of responsibility</li> <li>A good sense of humour</li> <li>Ability to use own initiative</li> <li>Confidentiality at all times</li> <li>Calm under pressure, adaptable and energetic</li> <li>Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others)</li> </ul>		
<b>Requirements specific to the role</b>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.</p>		

**The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.**

<b>Signed:</b> Post holder	
<b>Date:</b>	