



Job Description Wellbeing Support Assistant

Job Title:	Wellbeing Support Assistant
Department:	Pastoral and SEND Team
Responsible to:	Associate Assistant Headteacher – Inclusion - Line Manager Assistant SENCo - Operational
Salary Grade:	Grade E Points 7 – 11
Contracted Hours/Week:	35 hours per week Monday – Friday 8.00am to 3.30pm
Contracted Weeks/Year:	39 working weeks (Term time only)

Main Job Purpose

To manage and co-ordinate a caseload of students who maybe experiencing barriers to their learning, behaviour and/or attendance

To provide one to one and small group support for students to develop self-esteem, social skills, resilience and positive mental health and wellbeing

To develop and organise programmes of support for students so that they can access their lessons and make good progress.

To liaise with the Pastoral Team and teaching staff as appropriate.

To be a tutor for Year 10 or Year 11 nurture tutor group

Main Responsibilities:

- Provide one to one support for students outside of the classroom setting
- Provide information and advice in accordance with agreed school strategies to enable students to make choices about their learning/behaviour/attendance
- Provide support to students to support and improve their emotional health and well-being – referring any concerns to the safeguarding team
- Signpost students to relevant advice and guidance
- Assist in organising and running small group interventions under the guidance of the SENCo and in liaison with the pastoral team
- Promote and reinforce self-esteem and high expectations
- Promote positive behavioural change in students who experience social, emotional and behavioural difficulties by liaising with relevant staff
- Maintain records of student meetings and referrals
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the Corfe Hills Way.

Additional Responsibilities

- To undertake any relevant training and development activities, including induction and annual appraisal
- To work within other pastoral support areas supervising students and ensuring standards are maintained as and when requested
- Attend relevant training as required by the School Business Manager.

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder	_____	Effective date of this job description	_____
Post holder's Signature	_____	School Business Manager's Signature	_____
Date	_____	Date	_____