

Post title	Behaviour and Wellbeing Lead
Salary and grade:	NJC 22 - 26
FTE:	FTE is £33,699 - £37,280, the pro rata salary will be £28,374 - £31,948.
Line manager/s:	Head of Department / Senior Leadership Team



Main purpose of the job:

The purpose of the post is to undertake the role of deputy designated lead for safeguarding. The post holder's role is to ensure that the emotional wellbeing of the pupils and their families is secured in order to reduce the barriers to achievement and attainment. The post holder will also have a key responsibility linked to the School Improvement Plan in the key areas of Behaviour and Safety and ensure that TA absence is covered.

Key duties and responsibilities

Support for Pupils.

- To lead the support for the learning and emotional development of all pupils ensuring an evidence-based practice.
- To co-ordinate targeted interventions to groups and individual pupils.
- To secure the provision of a range of therapeutic/counselling activities to enhance the emotional wellbeing of pupils
- To access bereavement support for pupils where necessary
- To provide support for pupils who have experienced abuse and who are vulnerable to harm of any sort.
- To ensure the provision supports pupils during period of emotional and or behavioural crisis.
- To support pupils in Person Centered Reviews and self-advocacy activities.
- To plan, prepare and assess record and report on pupils' achievement, progress and development resulting from group and individual intervention sessions.
- Undertake and complete robust monitoring system to ensure cause for concerns linked to pupils are accurately recorded and actions and outcomes are tracked.
- To ensure school systems for identifying pupils experiencing abuse are robust and meet standards of local and national guidance.
- To provide proactive support for pupils experiencing barriers to learning.
- Support pupil in behaviour crisis in relation to radio response.

Support for the teachers and other staff.

- To provide advice, guidance and training to all staff on effective emotional support strategies for pupils.
- To provide advice and guidance to all staff in developing positive relationship with pupils, parents and carers.
- Monitor the schools reporting systems linked to Behaviour and Safety and be proactive in supporting staff to maintain high standards and follow school policy.
- Act as an appraiser of up to three members of staff in the Behaviour and Safety Team.

Support for the Curriculum.

- To provide advice on the development of curriculum areas – PHSCE
- To assist in the development of the school's policy in regards to action against bullying, racism and all forms of discrimination,
- To assist in the development of the schools Behaviour and Safeguarding policies.

Support for Families and Carers

- To provide support to families and carers around issues affecting the emotional wellbeing of the pupils.
- To ensure that up to date advice to parents and carers regarding sources of support for benefits, housing, care and services is provided
- To provide bereavement and crisis support
- To provide support for parents and carers at all points of transition
- To provide training to parents using informal programmes and formal programmes in conjunction with partners services

Support for the School

- To assist the designated Safeguarding lead in all aspects of Safeguarding and Attendance including child protection referrals, writing reports for CP conferences, attending conferences and core group meetings, ensuring the school under takes all agreed actions staff training and awareness raising, reporting to Governors on the effectiveness of safeguarding procedures in school.
- To work collaboratively with partner services to ensure pupils and their families receive a joined up holistic package of support.
- Responsible for implementing and modelling the full range of school policies
- To keep up to date with all relevant training linked to responsibility and model best practice to staff.
- Provide objective and accurate feedback and reports as required, to Governors/SLT/teachers on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Responsible for ensuring the effective allocation of ISWs to cover for absent colleagues.

General

- To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personnel, Equal Opportunities, Data Protection and Financial Regulations, policies and procedures;
- To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets;
- To ensure equality of opportunity is afforded to all persons both internal and external to the Authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour;
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post and as directed by the headteacher.
- This job description may be changed to reflect the needs of the school.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities, commensurate with the grade of the post, as may be reasonably assigned to them by the Senior Leadership Team

As appropriate, the post holder's duties must be carried out in compliance with the following:

- Equal Opportunities Policy and Strategy;
- Information and Data Security Policies;
- ESFA's Financial Regulations as set out in the Academy Handbook;
- Health and Safety at Work Act (1974) (and subsequent health and safety legislation);
- Data Protection Act 2018;

- Information Records Management Toolkit for Schools.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member schools.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	Knowledge and experience of working as part of a senior leadership team.		•
	Knowledge and experience of planning, preparing and delivering one to one and small group pastoral interventions	•	
	Knowledge of child protection procedures and a commitment to safeguarding pupils	•	
	Knowledge of Medical Care Plans		•
Experience	Experience of working with children and young people with Special Educational Needs, SEMH and Disabilities	•	
	Experience of working with national curriculum and other strategies in a school environment	•	
	Experience of providing support and guidance to other teaching support staff and ability to supervise staff	•	
Thinking Ability	A passion for working with children and young people with Special Educational Needs	•	
	Hold high expectations for children and young people's learning and achievement	•	
	An understanding of national and foundation stage curriculums and accreditation	•	
	An understanding of child development	•	
	An understanding of Individual Education Plans	•	
	Ability to review learning needs and actively seek learning opportunities	•	
	The capacity to use ICT to improve the quality of provision		•
Personal Effectiveness	Awareness of the need to maintain confidentiality	•	
	Good communication skills	•	
	Good interpersonal skills	•	
	A team player with a collaborative approach	•	
	Ability to manage own time, priorities tasks and proven organisational skills	•	
	Positive, ambitious and forward looking	•	
	Resilient and easily adaptable to change	•	
	Honesty and integrity	•	
	Passionate and enthusiastic about making a difference	•	
	Child-centred and committed to achieving the best outcomes for pupils	•	
	Ability to work with children and young people that present challenging behaviour	•	
General	Ability to form respectful and trusting relationships with a range of people including parents and carers	•	
	Capacity to motivate, inspire and challenge children, young people, self and others	•	
	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	

		Essential	Desirable
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	An understanding of and commitment to equal opportunities	•	
	No serious health problems that will likely impair or impact on job performance.	•	
	Good attendance record in current employment (not including absences resulting from a disability)	•	
	Must be able to drive	•	