

Job Description
Social, Emotional and Mental Health Co-ordinator
(Inclusion Department)
Maternity Cover

Job Outline:

This is an exciting opportunity for a passionate graduate to develop their expertise of SEND; the successful candidate will manage the social, emotional and mental health centre within Pimlico Academy. This role will include performance managing centre staff including intervention tutors, family outreach and mentors.

Job purpose: To raise levels of achievement for students with SEMH. Co-ordinating support for pupils with SEMH needs at Pimlico Academy

Responsible to: SENDCo

Responsible for: Intervention Tutors
Family Outreach Officer
Mentors/ Outreach

Salary: Range 5

Hours: 40 hours a week term time plus 5 days

Responsibilities:

Teaching and learning

1. Monitor teaching and learning activities to meet the needs of pupils with SEMH
2. Organise and coordinate internal interventions such as outbreak mentoring, the student development centre and social skills
3. Teach within the Inclusion department, specifically literacy and numeracy.

Recording and assessment

1. Set targets for raising achievement among pupils with SEMH through attending AIG meetings with key members of the Inclusion department
2. Develop an understanding of SEMH and the importance of raising the achievement of students with SEMH amongst staff
3. Coordinate and oversee a range of SEMH interventions including the SDC.

Management

1. Disseminate good practice in teaching children with SEMH and champion differentiation across the school
2. Line manage the SEMH staff within the centre
3. Draw up timetables for support and intervention for named students after consultation with the SENDCo
4. Organise regular reviews of pupil profiles and Annual Reviews of EHCPs for named students, and disseminate information to staff.

Standards and quality assurance

1. Support the aims and ethos of the school in particular in developing the Pimlico Curriculum, and ensuring its accessibility for named students
2. Set a good example in terms of dress, punctuality and attendance
3. Participate in staff training
4. Attend team and staff meetings.

Person Specification

Qualifications, skills and experience

- A good honours degree
- Experience of working in secondary education
- Qualifications in SEND in particular SEMH
- Good IT Skills
- The skills to communicate effectively, orally and in writing
- The ability to work well as part of a team.

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.

January, 2019