

# RIDGEWAY ACADEMY - JOB DESCRIPTION

## Social, Emotional, Mental Health / Safeguarding Support Assistant



**Job Title:** Social, Emotional, Mental Health / Safeguarding Support Assistant (SEMH)

**Grade:** H4

**Hours:** 37 hours per week, term time only

**Responsible to:** Assistant Headteacher (Pastoral) via Mental Health Lead  
Safeguarding Assistant

**Main purpose of job:**

To work with the Assistant Headteacher (Pastoral)/ Mental Health Lead / Safeguarding Assistant to:

- Develop students' social and emotional resilience
- To identify students who have underlying social or emotional difficulties leading to poor engagement and/or attendance.
- To provide support and guidance to students whose attendance or engagement is considered a cause for concern.
- To provide tailored intervention aiming to promote positive mental health.
- To work with the safeguarding team to ensure the safety and wellbeing of the students is paramount.

**Main areas of responsibility:**

**Supporting students with SEMH needs**

To develop knowledge of a range of social and emotional needs including attachment theory, mental health difficulties, emotional regulation difficulties and the specific needs of students with anxiety

To provide interventions and strategies which can be used to meet the needs of complex students who display social and emotional difficulties, including:

- Drawing and Talking
- Protective Behaviours
- Mentoring (including learning and mindful)
- Social skills (using Talkabout©)
- Circle of Friends©
- Peer mentoring
- Emotional regulation and anger management
- Restorative justice sessions

To establish a supportive relationship with the students concerned.

To encourage acceptance and inclusion of the student with special educational needs.

To develop methods of promoting/reinforcing the student's self-esteem.

To provide one to one support and small group support.

**Supporting students with safeguarding issues**

To provide support to students who are experiencing safeguarding issues inside and outside of school and be involved in the day to day running of the safeguarding system (CPOMS).

To liaise with DSPs, other agencies and other school staff (on a need to know basis) regarding safeguarding issues.

To follow the statutory requirements and procedures outlined by the local authority in dealing with these issues effectively.

To attend meetings such as CIN review meetings, STRAT meetings and CP conferences.

To be able to approach difficult issues with parents and carers.

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### **Supporting the Assistant Headteacher (Pastoral)/ Mental Health Lead / Safeguarding Officer**

To attend regular departmental meetings held during working hours.

To liaise, advise and consult with other members of the team and share up to date information regarding students being seen.

To contribute views to reviews of student's progress, as appropriate.

To be aware of school policies and procedures.

To be aware of confidential issues linked with home/student/teacher/school work and to keep confidences appropriately.

To attend Personal Support Plan (PSP), and Team around the family (TAF) meetings when requested to share details or insights with parents and other professionals, gained from the work with individual students.

### **Supporting the Curriculum**

To develop awareness of the impact of the student's behaviour/social and emotional issues around school through careful monitoring of impact data such as behaviour and achievement points and attendance percentages.

To provide strategies for teachers where appropriate following interventions where the outcomes of a session can be disclosed.

To listen and offer emotional support when and as appropriate.

To empathise and communicate sensitively with all students and adults.

### **Person Specification**

#### **Essential**

- A passion for working with students who have complex social and emotional needs
- Solid understanding of the underlying causes of social and emotional needs.
- Excellent written and verbal communication skills
- Flexible and adaptable
- Ability to relate to young people
- Ability to work independently and as part of a team

#### **Desirable**

- Drawing and Talking qualification certificate
- Protective Behaviours training certificate
- A Mentoring qualification/certificate
- Mental Health First Aid training
- Level 2 Safeguarding training

#### **Additional Information**

This is a key role within the school which is likely to involve access to highly confidential information and will require working with students across the school as required.

All staff are expected to comply with the school's safeguarding policy.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

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Signed (member of staff)	Signed (Headteacher)
Date	Date