



ROMERO
CATHOLIC ACADEMY TRUST



RECRUITMENT PACK

[SEMH SUPPORT
COORDINATOR]

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WELCOME FROM MIKE WRIGHT, HEADTEACHER

Thank you for your interest in joining Our Lady & St John RC High School, I hope you find the information in this recruitment pack both informative and inspiring.

As a member of our team, you will be joining a school with a clear vision for improvement and a genuine belief in the transformative power of education. You will be encouraged to bring your strengths, your creativity and your passion to your role, and you will be supported by colleagues and leaders who are committed to your professional development and wellbeing.

This is a school that believes in aspiration, inclusion and care for all of our pupils. Our staff are dedicated professionals who work collaboratively, support one another and take pride in doing the very best for our children. We place great emphasis on high-quality teaching, strong pastoral care and creating a culture where pupils feel safe, happy and motivated to succeed.

Whether you are early in your career or an experienced practitioner, OLSJ is a place where you can grow, make a real difference and be part of something meaningful.

We look forward to receiving your application.

Yours faithfully,



Mike Wright
Headteacher

WELCOME FROM MIKE ZAMMIT, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

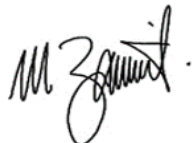
Thank you for your interest in joining Our Lady & St John RC High School. As a Catholic community centred on Christ, our mission is to help every young person grow in their gifts so they can love and serve God, others and themselves. Our core values - **Faith, Truth, Unity, Justice, Forgiveness and Industry** - guide our curriculum, pastoral care and relationships.

We are proud of our strong Catholic ethos, our inclusive culture and the warm sense of belonging felt by pupils and staff. The school is ambitious for every learner, and governors work closely with leaders to ensure a safe, aspirational environment where excellent teaching and personal development can flourish.

If you join us, you will become part of a committed, supportive and collaborative community. Our pupils are eager to learn, our staff are dedicated to their own growth, and our governing board is focused on providing strong strategic support and challenge.

Thank you for considering Our Lady & St John.

Yours faithfully,



Mike Zammit
Chair of Governors

JOB ADVERT

SEMH SUPPORT COORDINATOR

FIXED-TERM: 12 MONTH CONTRACT

GRADE E, SCP 9 – 15 £27,254 - £30,024 FTE [£19,007 - £20,938 PRO-RATA]

TEMPORARY – FIXED TERM CONTRACT – ONE YEAR

30 HOURS PER WEEK

TERM TIME ONLY (39 WEEKS)

RESPONSIBLE TO: SENCO LEAD

MAIN LOCATION: OUR LADY & ST JOHN RC HIGH SCHOOL

REQUIRED TO COMMENCE: SEPTEMBER 2026

Our Lady & St John RC High School is part of the Romero Catholic Academy Trust, a school on a strong journey of improvement and excellence.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of Our Lady & St John RC High School, are seeking to recruit a SEMH Support Coordinator.

The successful applicant will be able to show commitment to the school's vision and Catholic ethos and will have:

- Experience of working in a school setting;
- Experience of working with pupils with special educational needs;
- An understanding and knowledge of the National Curriculum and other learning strategies/programmes;
- An understanding of child development and learning;
- Commitment to the social/emotional/educational integration of pupils;
- A calm and approachable manner and be able to work under pressure.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01254 588388** or enquiries@olsj.romerocat.com

If you wish to apply, please do so via My New Term.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.olsj.romerocat.com.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Noon, Monday 13 July 2026
Shortlisting Date	Monday, 13 July 2026
Interview Date	Wednesday, 15 July 2026

SEMH SUPPORT COORDINATOR

JOB DESCRIPTION

JOB PURPOSE

To support pupils with social, emotional and mental health (SEMH) needs through targeted interventions, including CBT-informed programmes.

Support the teaching and learning in an Inclusion Centre for pupils with SEMH difficulties.

Support with the implementation of the behaviour policy within the Mainstream School.

Your duties and responsibilities will include:

- To support and provide effective pastoral support to promote positive attitudes to learning and behaviour.
- To support pupils with SEMH difficulties by providing bespoke support and provide them with coping strategies to implement in lessons.
- To support the school's on-call system.
- To organise the efficient deployment of resources, monitoring their effectiveness.
- To assist with pupil welfare duties including the supervision of pupils at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils
- To assist in the development and implementation of appropriate behaviour management strategies
- To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
- To be fully conversant with statutory requirements and procedures relevant to the needs of pupils, and to provide advice about these to a range of stakeholders.
- To monitor the systems in place to support pupils and report these to the appropriate SLT member and/or lead professional.
- To monitor the progress of pupils, acting where appropriate to ensure effective interagency support for that individual.
- To undertake personal development to improve own practice.
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
- To support school, parents/carers and agencies to improve outcomes for pupils.
- To have due regard to school policies, business and other plans, strategies and objectives.
- To actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users. General
- To participate in a programme of self / professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- To complete any other tasks as directed by SLT associated with the responsibilities and specification of the role.
- To carry out any other general office duties consistent with the grade of the post that may be required from time to time. Promotion of School
- To contribute to whole School events as and when required.
- To promote and maintain the standards of the school's commitment to Safeguarding children.
- To be aware of the School's duty of care in relation to staff, pupils and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

SEMH SUPPORT COORDINATOR

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Experience		
Experience of working in a school setting.	E	A I R
Experience of working with pupils with challenging behaviour.	E	A I R
Knowledge and Understanding		
An understanding and knowledge of the National Curriculum and other learning strategies/programmes.	E	A I R
An understanding of child development and learning.	E	A I R
A knowledge and understanding of safeguarding procedures.	E	A I R
An understanding of how children learn and how to motivate them.	E	A I R
Knowledge of strategies to support children with challenging behaviour.	D	A I R
Behaviours		
Ability to build positive relationships with pupils and colleagues.	E	A I R
Committed to the social/emotional/educational integration of pupils.	E	A I R
Sensitive and responsive to children's needs, feelings and moods.	E	A I R
Calm, approachable and able to work under pressure.	E	A I R
Qualifications		
GCSE English and Mathematics at Grade C/4 or above (or equivalent).	E	A I
NVQ Level 2, Childcare in Education, City and Guilds Advanced Certificate in Learning Support or equivalent.	E	A I
Other		
Commitment to safeguarding and protecting the welfare of children and young people.	E	A I
Commitment to equality and diversity.	E	A
Commitment to health and safety.	E	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by: Mrs G Goldstein	H/T Exec PA	Date: 29.6.26

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 COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

SEMH SUPPORT COORDINATOR

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Gail Goldstein on 01254 588388 or enquiries@olsj.romerocat.com.

Applications for this post should be submitted online via the [MyNewTerm](#) platform. MyNewTerm is our trusted education recruitment service where you can register, create an account and complete a standardised application form that will be sent directly to the school.

To apply:

1. Visit the MyNewTerm website at <http://www.mynewterm.com> and register as a candidate.
2. Complete your online profile and personal details.
3. Find the vacancy for *SEMH Support Coordinator at Our Lady and St John RC High School (BB1 1PY)* and submit your application through the platform.

Please do not send CVs or application documents by email, as applications must be made through MyNewTerm.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.olsj.romerocat.com

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