

**THE BISHOP OF WINCHESTER ACADEMY  
JOB DESCRIPTION- SUPPORT STAFF**

**Section One  
General information**

<b>Post Title</b>	Academy Wellbeing Lead
<b>Post Holder:</b>	
<b>General Duties:</b>	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people, and contribute to the overall ethos, work and aims of the Academy.</p> <p><b>Purpose of the Role:</b></p> <ul style="list-style-type: none"> <li>• To support students with mental health and social and emotional and anxiety difficulties to enable them to effectively access the curriculum</li> <li>• To support and encourage a learning environment which allows students to acquire and develop emotional literacy skills</li> <li>• To reintegrate students who have found coming into school difficult due to ill health of SEMH difficulties</li> </ul> <p><b>Main responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• To provide a listening ear and safe place where students can discuss their wellbeing</li> <li>• To work with individuals or groups of students who are experiencing difficulties with emotional literacy or other aspects of school or home life</li> <li>• To establish supportive, caring and secure relationships with students</li> <li>• To develop a holistic approach to SEMH needs, enabling learners to make good progress by working with teachers, other support staff, families and external agencies</li> <li>• To work with students who are school refusers and support them in returning to school</li> <li>• To develop knowledge of a range of learning and behavioural support needs and to plan, devise and implement appropriate programmes to help develop students emotional literacy skills and emotional well-being including:             <ul style="list-style-type: none"> <li>○ Awareness of own and other people's emotions</li> <li>○ Development of an increased range of emotional vocabulary</li> <li>○ Management of stress, grief, anger and conflict</li> <li>○ Development of social interaction skills</li> <li>○ Development of the ability to initiate and maintain friendships</li> <li>○ Promotion of a realistic self-concept and good self-esteem</li> </ul> </li> <li>• To create, develop and produce resources for use with intervention programmes, as appropriate, and add subsequent evaluative comments</li> <li>• To liaise with the School Counsellor in arranging sessions with students, as appropriate, and the relevant arrangements</li> <li>• To help students develop resilience and independence, in both learning in lessons and forming positive relationships with peers and staff.</li> </ul>

- To liaise with relevant schools to support the transition process for identified children
- To ensure all records and case notes are kept up to date, distributed and filed in accordance with the academy's procedures, and that appropriate levels of confidentiality are maintained
- To share knowledge and lead internal CPD for relevant staff in relation to emotional literacy
- To work closely with the academy social worker to ensure our students are in school, safe and learning
- To be part of the academy safeguarding team
- To maintain and monitor accurate records of contact and progress in line with academy policies
- To contribute to and devise risk assessments as identified and as required

**Other Duties:**

- Promote positive student behaviour in and around the school, to ensure a constructive working environment.
- Act to ensure students' health and safety.
- Follow school policies and procedures especially those relating to child protection and health and safety.

**Personal Qualities:**

- Must be adaptable and flexible and open to change
- Must be a reflective practitioner, evaluating and improving own practice
- Have a clear understanding and commitment to the academy and its vision
- Have an ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels
- Have a high level of interpersonal and communication skills
- Have a commitment to inclusive education providing opportunity for achievement for all
- Integrity, openness, energy and enthusiasm
- To maintain high standards of professional practice, including complying with the policies of the school
- To engage with Continual Professional Development (CPD) relevant to the role of ELSA
- To be able to work empathically, congruently, and non-judgementally
- To be a reflect

**Safeguarding:**

TBOWA is committed to safeguarding and promoting the welfare of children and young people. We accept all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

	This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.
<b>Reporting to:</b>	ALT, ESW
<b>Responsible for:</b>	Supporting students to learn to understand their emotions and respect the feelings of those around them.
<b>Liaising with:</b>	ALT, ESW, Heads of Year, Pastoral Staff, teaching and support staff
<b>Nature of Contract:</b>	Standard Terms and Conditions of Support Staff
<b>Salary Scale:</b>	
<b>Disclosure Level:</b>	Enhanced
<b>Section Two</b> <b>Professional Duties and Responsibilities</b>	
<b>Ethos</b>	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.
<b>Self-Development</b>	<ul style="list-style-type: none"> <li>• To continually seek development opportunities to improve personal performance</li> <li>• Vice Principal is advised of training needs.</li> <li>• Development opportunities are sought/acted upon.</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile</li> <li>• Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes</li> <li>• Level of self-motivation and encouragement of others. Support development of the academy ethos, contribute positively towards the development of specialisms.</li> </ul>

<b>Policy promotion</b>	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
<b>Safeguarding</b>	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.
<b>Additional Notes</b>	<p>Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be specified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The Academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current but in consultation with you may be changed by the Academy Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.</p>

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.