



JOB DESCRIPTION – Wellbeing Support Assistant

Responsible to:	Head Teacher & Governing Body
Line Manager:	Assistant Head for Inclusion
Salary:	United Learning, Band 2 Vocational, starting salary: £28,459 per annum (Actual Salary, term time, £24,557 per annum)
Purpose:	To support students who struggle with their social, emotional and mental health.
Hours of work:	37.5 hours per week – 5 days a week (8.00am – 4.00pm (30 minutes unpaid lunch). Term Time plus 5 INSET days.

Principle responsibilities

- Provide in lesson support to students who are behaviourally challenging.
- Provide 1:1 support to children who struggle with their social, emotional and mental health.

Main Duties and responsibilities

- Plan and deliver individualised programmes of support to small groups of students to develop social and friendship skills.
- Plan and implement high quality individual learning plans for children with behavioural needs.
- Liaise with teachers and other support assistants about the needs and progress of children receiving support.
- Provide high quality behavioural support at social times
- Provide behaviourally challenging students with help in their management of stress, grief and anger.
- Liaise with parents and care givers in line with school policy.
- Provide high quality support to the pastoral team
- Work within own competencies and level of development.
- Promote good behaviour and attendance of school.
- To build effective relationships with all stakeholders in the school and wider community
- To attend and contribute to wider pastoral team meetings.
- To perform other duties as may be reasonably required within the general scope of the role



- Uphold all school safeguarding policies and procedures.

All employees in the school are expected to:

- Support the vision, values and objectives of the School and demonstrate a collaborative, team working approach to school improvement.
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate.
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy.
- Effectively represent the School when liaising with contractors and outside agencies/organisations.
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues.
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations.
- Attend school events as required and make a positive contribution during such events.
- Attend regular meetings including morning briefings.
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training.
- The Head Teacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the School, National Incentives and Statutory Legislation, after consultation with the post holder.
- The School will endeavour to make any necessary 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.



Person Specification – WELLBEING SUPPORT ASSISTANT

Minimum requirements	Essential	Desirable
Qualification/Training etc		
Good general standard of education, with strong numeracy and literacy skills (GCE/GCSE Grade C or above)	•	
Relevant Degree		•
Completion of DFES Teacher Assistant Induction Programme		•
Appropriate qualifications/training e.g. Safeguarding, counselling etc.		•
		•
Knowledge and Understanding		
Good knowledge of ICT, including MS Office, word, excel and emails)	•	
Experience working with children or young people in an educational setting.	•	
Previous experience as a Teaching Assistant or Learning Support Assistant		•
Strong behaviour management skills	•	
Understanding on SEND	•	
Understanding of the specific social, emotional and mental health issues faced by young people	•	
Pastoral/counselling skills	•	
Skills & Abilities		
Working in a busy environment	•	
Flexibility and ability to manage workload effectively	•	
Ability to build positive, trusting relationships with students.	•	
Excellent communication and organisational skills.	•	
Able to work independently and as part of a wider team.	•	
A commitment to safeguarding and inclusive practice.	•	