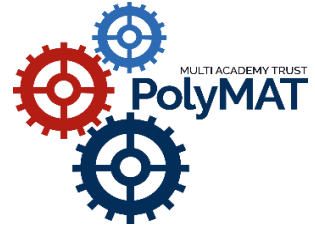




Woolwich Polytechnic
School for Girls



LGBTQ+ Coordinator

Job Description

Report to: Assistant Headteacher

Responsible for:

To support the development, coordination and delivery of activities for LGBTQ+ young people and, where appropriate their families. To raise awareness to LGBTQ+ issues and the service, to encourage referrals, increase understanding and enable LGBT+ young people to be supported.

Liaising with:

DHoYs, HoYs, HoDs, the Inclusion Team, Wellbeing Team the Academy Committee , LA representatives, external agencies and parents.

Key responsibilities:

- Manage a caseload of service users as allocated by the DSL or Line leader and complete high quality and comprehensive assessments and risk assessments, including liaising with family members, significant others and professionals / agencies as appropriate.
- Develop comprehensive support plans to identify how individual service user needs will be met in order to help each service user live a fulfilled and healthy life free from stigma and achieve sustained outcomes.
- Review individual support plans within appropriate timescales and no later than once every three months.
- Deliver support sessions to small groups of service users and, where appropriate, their families, to meet their specific needs.
- Support the development, coordination and delivery of activities for LGBTQ+ young people and, where appropriate, their families.
- Deliver sessions to professionals to raise awareness of LGBTQ+ issues and the service to encourage referrals, increase understanding and enable LGBTQ+ young people to be supported.
- Record case notes, input information onto the database promptly and maintain other relevant Management Information Systems as required in order to ensure effective case management and assist monitoring and evaluation of service delivery.
- Work as part of a team providing cross provision/service support where reasonable and attending regular team meetings.
- Undertake continuing professional development including participating in supervision, performance development reviews and attending training as/when required.
- Work in accordance with all relevant legislation, policies & procedures and guidelines – both internal and external.
- Maintain accurate and up-to-date records and reports and provide written and verbal reports as required.
- Keep abreast of policy and professional development within your area of professional expertise.