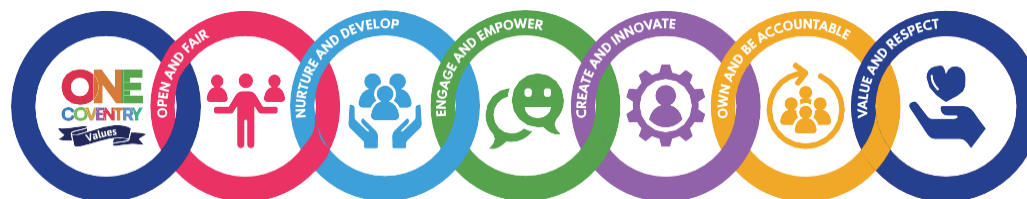


# Job Description and Person Specification



# Job Description

<b>Job Title</b>	SEMH Coach
<b>Grade</b>	5
<b>Service</b>	Education – Hospital Education Service
<b>Reports to</b>	Assistant Head
<b>Location</b>	Whitmore Park Annexe
<b>Job Evaluation Code</b>	



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

. To contribute to improving outcomes for students by providing support, guidance and supervision, with a focus on SEMH interventions.

## Main Duties & Key Accountabilities

### Core Knowledge

- Provide 1:1 and small group teaching / mentoring / coaching for students, with a focus on Social, Emotional and Mental Health (SEMH) interventions.
- Identify students' underlying needs/issues using a range of assessment tools, then provide mentoring/coaching to support students in addressing these needs/issues.
- Provide 'on-call' support for students requiring intervention during the school day.
- Monitor individual students' progress, achievements and development needs, reporting to the responsible Whitmore Park Annexe staff as appropriate.
- Act as Key Worker to identified students, taking a lead role in their support and progress through regular intervention and through liaison with other staff, parents/carers and relevant agencies.
- Assist in the development and implementation of Individual Education Plans / Safety Plans and Target Setting Plans for individuals and groups of students
- Use strategies, in liaison with relevant staff, to support students to achieve learning goals.
- Establish constructive relationships with students, providing feedback to them in relation to progress and achievement.
- Undertake supervision and management of the behaviour of students within the procedures of Whitmore Park Annexe, providing detailed and regular feedback as appropriate.

- Promote student independence in learning and the development of social and emotional skills, reinforcing students' self-esteem through praise and encouragement, setting challenging and demanding expectations and promoting independence.
- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Assist relevant staff in liaising with other professionals and reporting information from/to parents/carers, contributing to meetings to discuss a specific student's progress as appropriate.
- To administer baseline and other appropriate tests, as directed.
- Assist at the appropriate level, and within the protocols of Whitmore Park Annexe, with the provision of general care and welfare of students which may include:
  - Assisting with students' injuries and, where appropriately qualified, administering first aid.
  - Assist with the identification and monitoring of students' general health and welfare.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to appropriate Whitmore Park Annexe staff.
- Support and contribute to the overall ethos/work/aims of the Hospital Education Service.
- Assist with the supervision of students outside of formal lesson times, including before and after school and during lunch time.
- Assist with group activities within and away from Whitmore Park Annexe learning areas such as educational visits.
- Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings, CPD sessions, etc., as required.

- Use specialist skills to de-escalate difficulties involving students and physically intervene if required, within the Hospital Education Service's guidelines and in accordance with 'Team Teach' training.
- Arrange / organise educational and recreational activities off-site as requested.
- Arrange / organise outside agencies to carry out work in Whitmore Park Annexe, as requested.
- Teach individuals and small groups when class teacher is absent to minimise student anxiety.
- Track and support students who are being reintegrated back into mainstream school, in liaison with relevant staff and agencies.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
Parents/carers Other schools SEN Department	Teachers Pastoral Managers SEN Lead

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

## Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Understanding of relevant legislation regarding children and young people with SEND and additional needs	
Knowledge of KS3/4 Curriculum	
Understanding of effective strategies in addressing academic and pastoral issues.	
Knowledge of safeguarding policy and practice	
<b>Skills and Abilities</b>	
Skills in SEMH Intervention (e.g. coaching, mentoring).	
Ability to work constructively as part of a team	
Effective skills in using and maximising the potential of ICT software and hardware.	
Ability to build positive working relationships with students and adults.	
Ability to communicate and work constructively with parents and other agencies.	
Ability to self-evaluate learning needs	
Skills in positive, assertive behaviour management.	
<b>Experience</b>	
Experience of working with students with Social, Emotional & Mental Health needs	
Experience of working with students with additional learning needs.	
Experience of working successfully with students with challenging behaviour, including those who are disaffected.	
Experience of working constructively with parents and other agencies.	



<b>Qualifications</b>
Good Literacy and Numeracy skills
Qualifications in coaching / mentoring or equivalent qualifications / experience
Evidence of continuing professional development.
<b>Special Requirements</b>
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

<b>Date Created</b>	May 2020	<b>Date Reviewed</b>	November 2022
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