

# Job Description

**Vacancy Reference No:****Job Title:** SEMH Coach**Job Number:****Directorate:** Education & Skills**Post Number:** 1035597, 1035598,  
1035599**Service:** Education - Alternative Provision**Grade:** 5**Location:** Coventry Extended Learning Centre**Job Purpose:**

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

**Main Duties and Responsibilities:**

- Provide 1:1 and small group 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 CELC 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 / Behaviour Plans and Personal Care Programmes for individuals and groups of students

**JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OR ALL OF THE FOLLOWING:**

1. Use strategies, in liaison with relevant staff, to support students to achieve learning goals.
2. Establish constructive relationships with students, providing feedback to them in relation to progress and achievement.
3. Undertake supervision and manage the behaviour of students within the procedures of the CELC, providing detailed and regular feedback as appropriate.

4. 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.
5. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
6. 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.
7. To administer baseline and other appropriate tests, as directed.
8. Assist at the appropriate level, and within the protocols of the ELC, 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.
9. 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 CELC staff.
10. Support and contribute to the overall ethos/work/aims of the CELC.
11. Work across CELC sites or on Individual Programmes.
12. Assist with the supervision of students outside of formal lesson times, including before and after school and during lunch time.
13. Assist with group activities within and away from the CELC learning areas such as educational visits.
14. 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.
15. Attend and participate in relevant meetings, CPD sessions, etc., as required.
16. Use specialist skills to de-escalate difficulties involving students and physically intervene if required, within the CELC's guidelines and in accordance with 'Team Teach' training.
17. Arrange / organise educational and recreational activities off-site as requested.
18. Arrange / organise outside agencies to carry out work in the CELC, as requested.
19. Assist in facilitating detentions, during and after the school day.
20. Track and support students who are being reintegrated back into mainstream school, in liaison with relevant staff and agencies.

21. Undertake any other duties and responsibilities within the range of the salary grade.

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Note: There is no requirement for an SEMH Coach to attend for work outside of contractual hours of work for the post. Any attendance of an SEMH Coach which is outside the contractual hours of working is considered to be voluntary and will be subject to prior agreement with the leadership team. This will include the basis upon which attendance will be undertaken i.e. time off in lieu or paid time at appropriate rate.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

**Responsible for:** /

**Responsible to:** Joanne McCarthy (AHT)

**Date Reviewed:** May 2020

**Updated:** May 2020

# Person Specification

<b>Job Title:</b>	SEMH Coach	<b>Job Number:</b>	
<b>Directorate:</b>	Education & Skills	<b>Post Number:</b>	1035597, 1035598, 1035599
<b>Service:</b>	Education - Alternative Provision	<b>Grade:</b>	5
<b>Location:</b>	Coventry Extended Learning Centre		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Understanding of relevant legislation regarding children and young people with SEND and additional needs</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Knowledge of KS3/4 Curriculum</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Understanding of effective strategies in addressing academic and pastoral issues.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Knowledge of safeguarding policy and practice</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Skills in SEMH Intervention (e.g. coaching, mentoring).</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Ability to work constructively as part of a team.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Effective skills in using and maximising the potential of ICT software and hardware.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Ability to build positive working relationships with students and adults.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Ability to communicate and work constructively with parents and other agencies.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Ability to self-evaluate learning needs.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Skills in positive, assertive behaviour management.</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with students with Social, Emotional &amp; Mental Health needs.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Experience of working with students with additional learning needs.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Experience of working successfully with students with challenging behaviour, including those who are disaffected.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Experience of working constructively with parents and other agencies.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>▪ Good Literacy and Numeracy skills.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Qualifications in coaching / mentoring or equivalent qualifications / experience.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Evidence of continuing professional development.</li> </ul>

<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).
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**Date Reviewed:** May 2020

**Updated:** May 2020