

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	SEMH&L Specialist Practitioner
<b>Grade</b>	5
<b>Service</b>	SEND Support Service
<b>Reports to</b>	Kathy Gardner
<b>Location</b>	Friargate & educational settings across the city
<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

Working with identified pupils across the city to provide quality intervention that improves their behaviour, attendance, wellbeing and achievement.

Developing close links between Schools and parents/carers of students and to support families in resolving difficulties.

To promote and deliver the SEMHL Traded Offer across all schools in Coventry City

To promote the education, safety and health of named students.

## Main Duties & Key Accountabilities

### Core Knowledge

1. To establish supportive ongoing relationships with students and their parents/carers and schools.
2. Produce and deliver bespoke interventions/programmes to improve behaviour, welfare, personal development, attitudes and attendance with identified pupils in all educational settings.
3. Offer classroom support as necessary in settings or schools which could include class-based observations and developing classroom strategies.
4. To liaise with other agencies to support students and their parents/carers in developing positive attitudes to education and in accessing the most appropriate provisions and support for students.
5. To signpost agencies/support that may be of assistance in resolving problems.
6. Raise, record and report safeguarding concerns.
7. To facilitate 'Partnership Plan' student plans.
8. To undertake home visits to pupils that have disengaged or require a more bespoke provision in accordance to their individual needs.

9. To attend meetings around the child as required.
10. To be a point of reference for multi-agency intervention and feed into the Early Help process as appropriate.
11. Co-ordinate and facilitate multi-agency support.
12. To support students in obtaining qualifications and skills necessary to enable them to access future training, employment and to achieve economic well-being.
13. To liaise with a range of professionals to ensure a consistent approach to support for student and family.
14. To prepare oral/written records as required.
15. Encourage young people to engage in positive activities in their local neighbourhoods.
16. To work in all areas of the City.
17. To attend courses and training as appropriate

## Key relationships

<b>External</b> Children and young people, parents/carers Schools and other educational settings Health	<b>Internal</b> Service areas in Children's Services e.g.: Coventry SEND Support Service Social Care MASH Virtual School (for looked after children) Statutory Assessment and Review Team
--	---

## 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>	
<ul style="list-style-type: none"> <li>• Of recent developments in KS1, KS2, KS3 and KS4, including alternative provision</li> </ul>	
<ul style="list-style-type: none"> <li>• Of recent policies around the rights of children and young people</li> </ul>	
<ul style="list-style-type: none"> <li>• Of intervention programmes that work with children and young people</li> </ul>	
<ul style="list-style-type: none"> <li>• Of SEN legislation</li> </ul>	
<ul style="list-style-type: none"> <li>• Some knowledge of the legal framework for Exclusion, Inclusion and FAP processes</li> </ul>	
<ul style="list-style-type: none"> <li>• Of statutory procedures around child protection/Early Help process</li> </ul>	
<ul style="list-style-type: none"> <li>• Of issues surrounding the support for students who are disaffected and have behavioural/emotional difficulties</li> </ul>	
<ul style="list-style-type: none"> <li>• Of the needs of students who have been excluded or who are at risk of being excluded</li> </ul>	
<ul style="list-style-type: none"> <li>• Of a range of statutory and voluntary agencies</li> </ul>	
<ul style="list-style-type: none"> <li>• Of alternative strategies to exclusion from school</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Good communication skills</li> </ul>	
<ul style="list-style-type: none"> <li>• To work as part of a team</li> </ul>	
<ul style="list-style-type: none"> <li>• To be able to communicate effectively, verbally and in writing with students, parents and other professionals</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to develop and maintain professional relationships with children, young people and their parents / carers.</li> </ul>	
<ul style="list-style-type: none"> <li>• To be able to produce and present written reports</li> </ul>	
<ul style="list-style-type: none"> <li>• Effective interpersonal and negotiating skills</li> </ul>	
<ul style="list-style-type: none"> <li>• To be able to reduce conflict in difficult situations</li> </ul>	
<ul style="list-style-type: none"> <li>• To exercise effective time management</li> </ul>	
<ul style="list-style-type: none"> <li>• Flexible and responsive to the needs of individual students/families</li> </ul>	

<ul style="list-style-type: none"> <li>• Effective decision-making skills</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Of working with students experiencing additional social and emotional needs</li> </ul>
<ul style="list-style-type: none"> <li>• Of working in a PRU and/or mainstream schools/special school</li> </ul>
<ul style="list-style-type: none"> <li>• Of intervention around behaviour and additional learning needs</li> </ul>
<ul style="list-style-type: none"> <li>• Able to organise an allocated workload, prioritise tasks to achieve goals and meet deadlines. Ability to work independently</li> </ul>
<ul style="list-style-type: none"> <li>• To support curriculum/work related learning delivery as necessary</li> </ul>
<ul style="list-style-type: none"> <li>• To be able to work with both individuals and groups as required</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of using databases, and Microsoft packages such as excel, word and outlook</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to focus on outcomes and provide evidence of the value you add to supporting students' attendance, behaviour and achievement</li> </ul>
<b>Education</b>
<ul style="list-style-type: none"> <li>• NVQ Level 3 and above (or equivalent) in area relevant to the post</li> </ul>
<ul style="list-style-type: none"> <li>• A record of continuous professional development</li> </ul>
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 2023	<b>Date Reviewed</b>	
---------------------	----------	----------------------	--