



JOB DESCRIPTION

Designation of Post:	Student Services Support Maternity Cover	Pay Scale	Band F (SCP 12-17) £26,421-£28,770 FTE Actual salary £22,927 (39 weeks per year - term time plus one week)
Responsible to:	Head of Student Services		

All staff at Prenton contribute to our vision and values.

Making a positive difference today to achieve a better tomorrow by:

- Providing a safe, happy and respectful school community;
- Making students the foundation of our school;
- Celebrating and welcoming diversity and equality;
- Empowering, challenging and inspiring all in the classroom and beyond;
- Creating opportunities where everyone is supported and valued;
- Promoting courage, ambition and aspiration.

The staff, governors, students and whole Prenton community will achieve our vision through our values of:

- Trust
- Respect
- Integrity
- Kindness
- Endeavour

Key objectives:

- To work under the direct supervision of Head of Student Services.
- The purpose of this role is to support the Student Services Team with both administrative tasks and student wellbeing.
- The role demands a flexible approach to meet the demands of the team, ensuring timely support for students and effective safeguarding.

Role Responsibilities:

1. To oversee the referral process for therapeutic counselling, liaising with the counsellors from the Neurodiverse Society and communicating with school staff as appropriate.
2. To oversee the school offer from Brook, the Neurodiverse Society and Health Services in School, organising weekly clinics and ensuring effective communication with students and school staff.
3. To work with the wider Student Services Team to identify the intervention needs of both individual students and key groups.
4. To organise and lead a programme of intervention to both individual students and target groups, developing effective resources for these workshops.

5. To be involved in drop in sessions for students to discuss their wellbeing concerns, supporting students to develop strategies and techniques to self-manage their mental health, well-being and anxiety.
6. To record interactions, meetings, concerns on the relevant system: Arbor, CPOMs, Provision Maps etc
7. To liaise with wider school staff to ensure effective information sharing regarding student wellbeing.
8. To ensure there is a positive whole school focus on good mental health through key messages and empowering language across displays, posters and digital communication.
9. To support school's drive to improve attendance, meeting with students, families.
10. Providing general administrative support across the team and attendance administrative support when necessary.
11. To make home visits to families where appropriate.
12. To lead weekly Attendance Panel Meetings with families.
13. To work with students who are in school but may be finding it challenging to attend lessons, exploring the reasons for this and identifying possible solutions with Head of Student Services and SENCO.

Developmental:

- To maintain a thorough, up to date knowledge and understanding of policies, issues and legislation in relation to the support of students in schools.
- To seek relevant CPD opportunities to develop understand of young people's mental health and ways to improve the wellbeing of young people.

Additional Duties

- **Safeguarding & Child Protection**
Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.
- **Health & Safety**
All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.
- **Equality & Diversity**
All staff at Prenton High School for Girls are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity.
- **Data Protection**
All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with Data Protection and GDPR 2018.