



**TAME RIVER
EDUCATIONAL
TRUST**

SEMH Coordinator/On Board Centre Assistant

Candidate Information Pack

Great schools in which to learn, teach and belong.



Welcome to Tame River Educational Trust

Dear Candidate

Thank you for your interest in the post of SEMH Coordinator/On Board Centre Assistant with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.



Our mission is to establish great schools in which to learn, teach and belong; schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of one academy and one associate school, who will become a full member of the Trust in the near future.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.

Phil Wilson
Chief Executive Officer

An Introduction to our Trust Schools



Droylsden Academy is an Ofsted rated Good school, where students are able to thrive and belong. It is heavily oversubscribed which is a testament to its incredible success.

Website: <https://www.droylsdenacademy.com/>



Mossley Hollins High School is an Ofsted rated Good school. Mossley Hollins is currently an associate school within the Trust, and will become a full member in the near future. This school is also heavily oversubscribed.

Website: <https://www.mossleyhollins.com/>



Application Procedure

For a confidential discussion on current vacancies, please contact the HR Team at hr@droylsdenacademy.com.

To apply for the role, please complete the application form – available to download from our website and return it to hr@droylsdenacademy.com.

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 25 September 2024 Closing date for Applications: 9 October 2024 at noon.

Interview Date: Will be held as soon as possible following the closing date.

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Job description	
The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	SEMH Coordinator/On Board Centre Assistant
Reporting to:	SENCO
Hours & Salary	The normal working hours will be 36 hours per week, term time only, and such additional hours as are necessary for the proper performance of the duties required of this role. The salary for this position will be paid on Grade E point 11 – 16 (currently £25,979 - £28,282 per annum full time equivalent salary). The actual salary to reflect the term time nature of the contract will be £22,345 - £24,326 per annum.
Role Overview	<p>To supervise students working in the OBC, planning and liaising with colleagues to ensure students' needs are met.</p> <p>To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes and interventions with individuals/groups, in or out of the classroom.</p> <p>To ensure the provision and development of a full range of effective pupil support, learning and effective work to re-integrate quickly to lessons.</p> <p>This job description is written at a specific time and is subject to change as the demands of the Academy and the role develops. The role requires flexibility and adaptability and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
Child Protection and Safeguarding:	The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.
Main duties and responsibilities:	<p>As a SEMH Coordinator/On Board Assistant, you are expected to:</p> <p>Support for students</p> <ul style="list-style-type: none"> • Use specialist (curricular/learning) skills/training/experience to support students. • Lead learning support reviews. • Assist with the development and implementation of learning support plans (LSPs). • Deliver appropriate mental health interventions. • Make referrals for students to access appropriate support (SALT).

- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Set high expectations of all student at all times.
- Promote the inclusion and acceptance of all students within the OBC classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.
- Plan student timetable for access to the OBC.
- Organise and maintain appropriate registers for the OBC.
- Triage counselling referrals and create a weekly counselling schedule.

Support for the Teacher

- Work with teachers in planning for students, evaluating and adjusting work as appropriate.
- Undertake marking of students' work and accurately record achievements/progress.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with teachers, contributing to reviews of systems/records as requested.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed, teachers/line manager within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes for students in the OBC, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Help students to access learning activities through specialist support.



- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the School

- Work with teachers of students in the OBC to establish a dialogue and ensure students do not fall behind and can access appropriate learning.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of students' out of school hours learning activities.
- Supervise students on visits, trips and out of school activities as required.

As a member of staff, you are expected to:

1. Safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.
2. Follow and uphold all school policies and be an excellent ambassador for the Trust and Droylsden Academy.
3. Have a responsible and diplomatic approach to matters of a confidential nature.
4. Ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day.
5. Develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems.
6. Undertake any other duties that might be reasonably requested, by the Co- Headteachers, Line Manager, or any other member of the Senior Leadership Team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.



Health and Safety:	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>All Trust schools are non-smoking sites.</p>
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General:	<p>This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.</p>
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Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • A levels or equivalent • GCSE Maths and English (Grade A* to C) or equivalent • Willingness and ability to undertake further training if required for development in the post 	<ul style="list-style-type: none"> • SEN Qualifications (SALT, Mental Health and/or Counselling) 	<ul style="list-style-type: none"> • Production of the applicant's original certificates
Experience	<ul style="list-style-type: none"> • Proven track record of successfully working as part of a team • Experience of working with challenging students 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent organisational and time management skills • Ability to distinguish between the roles and responsibilities of the Teaching Assistant/HLTA/SENCo and the Class Teacher • Ability to keep written records and support the development of pupil's literacy and numeracy skills with confidence • Excellent communication skills, both confident and articulate in conveying a message • Excellent relationship builder – can build credibility and rapport with people at all levels, both within and outside of the School. Ability to establish positive relationships with teaching and non-teaching staff, pupils and external stakeholders • Ability to manage multiple tasks and deadlines • Work flexibly and constructively as part of a team, understanding school roles and responsibilities 	<ul style="list-style-type: none"> • Up to date knowledge of child welfare issues • A detailed understanding of school IT systems and their benefits 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



	<ul style="list-style-type: none">• Competent in standard office software including Excel skills		
Personal competencies and qualities	<ul style="list-style-type: none">• Flexibility within the role and for attendance at Open Evenings and other School events, playing an active part in the school community• Passion for helping children and young people learn• Trustworthiness and integrity• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Ability to engender confidence in young people• A warm, friendly, and patient manner• Ability to build positive relationships with all students that allow them to achieve to their highest potential• Discipline and time management skills• A belief in the value of others• A willingness to learn new skills and approaches and to share experiences with others• A sense of humour		<ul style="list-style-type: none">• Contents of the application form• Interview• Professional references