



# Social, Emotional and Mental Health (SEMH) Mentor

## Job Description: SEMH Mentor

**Line Manager:**

Lead SAFE Manager

**Main Purpose of Role:**

To support the SAFE team and work with students with SEMH needs.

### Main Responsibilities:

- Oversee and provide social, emotional and mental health (SEMH) support for students, helping them to overcome barriers to learning in order to reach their full potential in collaboration with the SAFE team.
- Develop 1:1 relationships with students – putting relevant support into place.
- Support targeted students to re-integrate when they return to school after a period of absence.
- Support students who have been removed from their teaching group and collate statements etc as necessary.
- To plan and deliver learning activities and interventions for students on a small group and individual basis adjusting activities in accordance with students' needs.
- To support students to access school and their learning.
- To monitor and evaluate student's progress and understanding of learning activities on an ongoing basis.
- To provide feedback to teachers with regards how best to support students following interventions.
- To assist students in making smooth transitions between educational phases and placements.
- To support staff in their work with students, through observations of students in lessons, feedback and sharing of information.
- To contribute to plans to improve student behaviour and engagement in school.
- Update intervention programmes and produce/write new programmes in line with the needs of the students.
- To work closely with the SAFE Team and report any concerns or need for referral to other agencies.
- To keep detailed monitoring and progress records including the logging all meetings and interventions onto CPOMS.
- Facilitate restorative practice and carry out restorative meetings where required.
- Undertake mental health and wellbeing training.
- To attend Bi-weekly meetings with line manager and report on progress and impact.
- Responsible for personal professional development, including seeking opportunities to extend own knowledge and understanding.
- Report safeguarding issues in line with school policy and practice.
- Attend meetings where appropriate to share relevant information regarding students.
- Supporting students with ERSA to reintegrate into school.
- To support with anti-bullying and wellbeing ambassadors and engage with parents and stakeholders on the Cox Green Anti Bullying strategy.

**Other Responsibilities:**

- To attend staff briefings and meetings in accordance with the calendar.
- To participate in INSET (Personal Development Days).
- To cover the Reflection Room in time of absence.
- To participate in staff appraisal and absence management meetings.
- To undertake a thirty minute duty each week.
- Attend trips and visits.

Name:

Signature:

Date:



# Social, Emotional and Mental Health (SEMH) Mentor

**Person Specification: SEMH Mentor**

	Essential	Desirable	How to be tested
<p><b>Qualification criteria:</b></p> <ol style="list-style-type: none"> <li>5 good GCSEs Inc. English and Maths Grade C or above (or equivalent).</li> <li>Eligible to work in the UK.</li> <li>Trained to Child Protection Level 2 or willing to undertake training.</li> <li>St John's Ambulance First Aid/Red Cross First Aid or equivalent or prepared to undertake training.</li> </ol>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>		<b>Application form &amp; evidence</b>
<p><b>Experience:</b></p> <ol style="list-style-type: none"> <li>Experience of working with children or young people with social, emotional, mental health, physical disabilities and/or learning/behavioural difficulties.</li> <li>Experience of administrative work, youth work, social work, counselling, coaching, teaching, mentoring</li> <li>Experience of working of providing high quality admin support</li> <li>Experience of working under a pressurised environment with competing deadlines.</li> </ol>	<p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p>	<b>Application form &amp; interview</b>
<p><b>Behaviours, Skills and Abilities:</b></p> <ol style="list-style-type: none"> <li>The ability to enthuse &amp; inspire others and has a 'can do' attitude.</li> <li>Excellent listening, communication skills and high levels of emotional intelligence.</li> <li>Strong organisational and time-management skills and ability to work under pressure.</li> <li>The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.</li> <li>An ability to help implement necessary routines and patterns to establish good behaviour management within a school.</li> <li>The ability to work well under pressure and to be decisive.</li> <li>Ability to use IT systems including databases and Microsoft Office products.</li> <li>Ability to pay attention to detail when completing administrative tasks.</li> <li>High levels of honesty and integrity, confidence and self-motivation.</li> <li>Ability to communicate fluently in accurate spoken and written English.</li> </ol>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p><b>Interview</b></p> <p><b>Interview</b></p>
<p><b>Other:</b></p> <ol style="list-style-type: none"> <li>This post is subject to an enhanced DBS disclosure.</li> <li>Must be committed to safeguarding the welfare of children.</li> </ol>	<p>√</p> <p>√</p>		<b>References &amp; Interview</b>