

Job Title: **Primary Education Social Worker (0.4) / Counsellor**

Core Purpose: **To provide counselling, emotional and behavioural support to pupils and parents.**

Responsible to: **The Head of Primary / Head of School**

1. Supporting the Catholic Life of the School

- Model the Catholic ethos of the school through actions and relationships.

2. General

- To promote positive well-being and practices across the school.
- Providing counselling services to young people as required and identified by senior leaders and other staff.
- Working with parents in supporting children with complex social and emotional needs.
- To refer children and parents to specialists as required.
- To be a Designated Safeguarding Lead in Primary, responsible for monitoring of safeguarding concerns, recording, reporting, staff professional development and for referrals to social services and other agencies.
- Provide in classroom support for learning in Reading, Phonics, Mathematics, Writing and other Primary curriculum areas. (Please refer to Teacher's assistant job description for further details.)
- Monitor and track attendance patterns for individuals and groups and to initiate good attendance practices promoting good attendance. To initiate appropriate procedures and support for pupils with poor attendance and to support parents whose children are at risk of poor attendance.
- To monitor children who are at risk from any social, attendance, emotional or academic problems, in liaison with Head of Primary, Head of Inclusion and Head of School.
- To provide support for children who are at risk of finding transition between Key Stages or classes difficult.
- Provide CPD and training to staff about issues facing young people today and how these issues the impact on their emotional well-being.
- To attend meetings with senior leaders to keep them informed of the counselling provision and to provide updates on latest initiatives.

3. Development Planning

- Have an informed vision for the role of Primary Education Social Worker (0.4) / Counsellor.
- Using an audit and evaluation of existing provision, draft an improvement plan and present to the Head of Primary and Head of School for consultation. Follow up on agreed action points/targets and meet with the Head of Primary and Head of School to review.
- Contribute to, with the involvement of relevant staff, plans for the resourcing and ensure resource orders are placed in accordance with the school policy and deadlines.
- Ensure Safeguarding policy and practices are effective and up-to-date.
- To liaise with First Aid officer in school to ensure school is meeting regulations in relation to best practice and law in first aid at school, including in the use of Epi-Pens.
- To work with school staff and leaders in the development of PSHE and to teach such courses as necessary following direction of the Primary Headteacher.

4. Safeguarding and Child protection

- Demonstrate clear knowledge and understanding of latest Safeguarding and Child protection pedagogy and legal requirements, and how these requirements impact the School.
- Understanding and up-to-date training in Darkness to Light Child (or equivalent) Protection Course. To be able to advise staff, parents and children on best Safeguarding practices in Cayman

- To use 'Achieving Best Evidence' strategies when interviewing young people and adults following disclosures.
- To record safeguarding or child protection incidents effectively using the methods explained in the school's safeguarding procedures.
- To advise staff on best Safeguarding procedures in line with school policy, including supporting senior management and other designated safeguarding leads by providing advice and guidance.

5. SIMS and CPOMS

- To keep accurate, timely, and as required, confidential records as appropriate to the role using CPOMS and SIMS.
- To keep staff informed of new updates to the CPOMS system. To provide training updates as required and CPOMS training to all new staff.
- To monitor CPOMS system to ensure that procedures are being followed in a timely manner and to report to the Head of Primary/School about the usage of CPOMS for Board Meetings.

6. Communication with Wider Community

- To provide coffee mornings/afternoons for parents and the community about the role and about how the school can support children with social and emotional needs.
- To communicate to parents about the social and emotional support services that the school provides, including to parent themselves.
- To communicate with and liaise with appropriate outside agencies and to build good relationships with them so as to be able to build a good network of support.
- To publish initiatives through the bulletin and other means of school communications, including latest attendance figures.

7. Monitoring and Evaluating

- Attend meetings with the Head of Primary/Head of School and any other relevant staff in relation to the above and take/provide notes and action points from such meetings for follow up and review.
- To review action and development planning so that it is up-to-date and relevant, setting new targets and goals as required.
- To support Head of Primary and Head of Inclusion in monitoring of classroom support for children with identified social or emotional needs.
- To support head of Primary and Head of School with monitoring and evaluation of Safeguarding procedures and practices.

8. Managing Own Performance and Development

- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, meeting with individual students, involvement in school activities and development, and other responsibilities.
- Delegate tasks appropriately to support own time management.
- Take responsibility for identifying own professional development needs and liaise with the Head of Primary in respect of those needs.
- Participate in appropriate professional development in accordance with the above, the school's professional development policy and budget constraints.

9. Managing and Developing Staff

- Identify the specific professional development needs of staff as required in relation to the priority areas identified for improving student guidance and emotional and social support for them.
- Advise the Head of Primary on an appropriate strategy for meeting those needs in relation to planning the use of in-service days and staff meetings.
- Lead professional development in Safeguarding and Child Protection through example and support as required.

- Liaise with the Head of Primary to promote the provision of high-quality professional development drawing on sources of expertise as required.
- To communicate effectively with staff about children with specific and complex emotional and social needs so they are kept well informed and to help them with strategies and best practice in the classroom to support these children.

10. Managing Resources

- To seek out resources appropriate to social and emotional well-being of children, including up-to-date IT resources.
- To review and audit such resources so they are up-to-date and meet the needs of staff and pupils.

Review

This job description will be reviewed at the beginning of each academic year, or earlier if necessary. In addition, it may be amended at any time after consultation.