

Emotional Support Worker Job Description

About St Gabriel's

We are proud that a St Gabriel's education allows our pupils, from nursery, through Junior and Senior School, to the Sixth Form to move seamlessly on to the next stage of their education with a lifelong intellectual curiosity, the ability to question and challenge and a confidence and belief in their ability.



While justifiably proud of our pupils' academic results, we see education as being so much more than numbers and grades; we believe strongly in an all-round education and are eager for our pupils to enjoy their educational journey.

Providing an exceptional educational experience for children of families within and surrounding the Newbury area has always been our focus. In the last decade, we have successfully established Sandleford Nursery and extended the co-educational offering of our Junior School to Year 6. We are therefore, both delighted and proud to extend our co-educational offering to the Senior School.

Role purpose

Promoting the emotional well-being of children and young people through support and guidance. This will include creating or supporting personal plans that combine direct delivery, on-line tools and using integrated support services.

The outcomes are that young people:

- become motivated, positive and resilient
- develop self-help skills to get themselves to where they think they should be
- gain the confidence to experiment, make mistakes and thrive
- treat themselves and others with kindness and respect
- discover new ideas, activities and ways of doing things

Reporting to: Vice Principal

Hours of work: Minimum 3 days per week during term time. There is some flexibility on actual working days which can be discussed at interview.

Key activities and responsibilities

1. Having 1:1 counselling conversations with children and young people, identifying the issues affecting them and giving information and guidance about services and opportunities to help with their emotional needs
2. Working with young people to develop or implement a personal plan combining for example on-line support and positive activities. Following up and ensuring the personal plan is progressed.
3. Identifying and referring when further targeted or clinical support might be needed.
4. Efficiently managing the work load and ensuring that all contact work and outcomes are documented, evaluated and that data is inputted into a case management system.
5. Working as part of the pastoral team within St Gabriel's.
6. Staying informed on legislation, local and national issues, and best practice in youth work.
7. Ensuring child protection procedures are followed and that the safeguarding of young people is paramount.
8. Carry out all duties in accordance with St Gabriel's policies on Health and Safety, Child Protection and Data Protection, and within relevant legislation.
9. Provide input to the school PSHE programme.
10. Facilitate parent sessions and combined parent/pupil sessions as appropriate.
11. Any other duties appropriate to the post.

Person Specification

- Positive and self-driven, able to work both independently and as part of a team
- Flexible in your approach
- Resilient, able to handle the responsibility that dealing with the emotional well-being of vulnerable young people can bring

Education, qualifications or experience

- Educated to degree level, ideally in Psychology, Social Work or Nursing with experience of delivering evidence-based interventions (CBT desirable)
or
- An accredited Counsellor
- Experience of case work and working with young people with emotional and well-being support needs
- Formal training in Trauma, Mental Health Awareness and a Youth Mental Health First Aid Certificate are desirable.

Knowledge, skills and abilities

- Excellent communication skills with the ability and confidence to establish positive relationships with children and young people (and their families) and motivate them to participate in support services and creative and healthy activities
- Excellent organisational and administration skills with proficiency in Microsoft Office
- Strong literacy skills with the ability to write reports and evaluations
- Strong attention to detail
- Caseload management skills to prioritise effectively and multi-task in a sometimes busy and stressful environment
- Politically and creatively aware and 'plugged in' to issues affecting young people today with an understanding of the role of social media in young people's emotional lives
- Positive about embracing challenge and change, open to experimenting, new ideas and reflective practice
- Ability to think strategically using field, desk and academic research to inform views
- Understanding and appreciation of the importance of monitoring and evaluation
- A believer in strongly supportive environments, sharing and being open with colleagues
- Ability to operate within professional boundaries when developing and maintaining relationships with young people and their families
- A working understanding of equality and diversity with the ability to challenge discriminatory behaviour

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Principal.

Summary of main terms and conditions

- Competitive salary, pro-rated for term time working
- Generous contributory pension scheme
- Group life assurance
- Free on-site parking
- Free meals during term time
- Staff discount on nursery and school fees

To apply: Please apply by completing a St Gabriel's Application Form (available on school website www.stgabriels.co.uk). Completed forms should be returned by email to hr@stgabriels.co.uk or by post to Angela Morris, St. Gabriel's, Sandleford Priory, Newbury, Berkshire RG20 9BD.

Closing Date: 9th August 2021