

Head of SEMH Provision	SEMH Provision Leader	SEMH Provision Assistant
Accountability for quality of Provision	Accountability for day to day running of the provision	Accountability for allocated tasks and children
Oversight of planning and providing support where needed	Planning activities in line with each child's personalised curriculum and targets	Delivering activities and adapting to suit each child
Develop and implement a strategic vision for The Harbour provision in alignment with the schools goals and policies	Develop and implement programs and strategies to support children with SEMH needs, tailored to their individual requirements	Promote inclusion and diversity within The Harbour creating an environment that values all children's backgrounds and needs
Lead and manage The Harbour team, ensuring a cohesive and effective working environment	Regularly assess and monitor children's social emotional, and mental health progress, adjusting interventions as needed	Provide one-to-one support or small group support children with SEMH needs, helping them develop social, emotional and behavioural skills
Assess the Social, emotional, and mental health needs of each child, and devise individualised plans to support their development and wellbeing	Provide one-to-one support and guidance to children with SEMH needs, addressing their unique challenges	Work closely with the SEMH Provision Leader to work on specific targets to support the child's development of the six core strengths
Managing The Harbour's budget and developing a business plan	Collaborate with parents, guardians, and external agencies to create a holistic support network for children	Assist in managing and addressing challenging behaviours, using positive behaviour support techniques and de-escalation strategies
Attend panel meetings to discuss and make decisions regarding children's placement in The Harbour provision and outreach opportunities	Analyse data related to SEMH provision to track outcomes and make data-driven decisions for improvement	Help children build regulation skills, teaching them to identify and manage their emotions in a healthy way
Collect and analyse data related to children's progress and well-being, using this information to make informed decisions and adjustments to provision strategies.	Implement distress support plans and oversee behaviour management strategies that create a positive and supportive learning environment	Be prepared to respond to crisis situations, including providing emotional support following established protocols for children's safety
Collaborate with parents, guardians, and external agencies to create a holistic support network for children	Maintain thorough records of interventions, behavioural incidents, progress, and communication progress for all SEMH children	Keep accurate records of children's progress, log of observations, behaviour incidents and interventions ensuring documentation is up-to-date and confidential

Identify training needs for staff and provide opportunities for professional development to enhance their expertise in addressing SEMH issues.	Foster positive relationships with parents and local community to create a supportive environment	Participate in in relevant CPD training opportunities to further develop own skills
Ensure compliance with safeguarding policies and procedures, taking necessary steps to protect the well-being of The Harbour children	Collaborate with host school, parents, guardians, and external agencies to create a holistic support network for children	Prioritise the safety and well-being of children at all times, following safeguarding policies and procedures
Conduct regular evaluations and reviews of the provisions effectiveness, making adjustments as needed to achieve desired outcomes	Promote inclusion and diversity within The Harbour creating an environment that values all children's backgrounds and needs	To accompany the Provision Leader on outreach support to local schools
Maintain open and effective communication with parents and guardians, keeping them informed about their child's progress and well-being	Order and manage resources, materials, and equipment required for the provision, maintaining an inventory and ensuring their proper utilisation	Be flexible in adapting to changing needs and circumstances, as children with SEMH challenges may require different approaches at different times
Develop and update policies and procedures relating to The Harbour provision, ensuring compliance with relevant regulations and best practices	Lead on Outreach support that is agreed at panel/with the host school	Foster a sense of belonging and inclusion for children with SEMH needs, promoting positive relationships and acceptance among peers
Attend the Essex Head of provision meetings	Sharing of safeguarding, attendance and behaviour incidents with referring school	To complete any additional tasks set by the Head or Provision Leader
Sharing of safeguarding, attendance and behaviour incidents with referring school	Attend panel meetings to discuss and make decisions regarding children's placement in The Harbour provision and outreach opportunities	