



WITH THE POWER TO ACT

Job Description - Engagement Co-ordinator

Job Title:	Engagement Coordinator
Salary:	NJC Scale Grade E (£22,369 to £24,054 Pro rata)
Contract Type:	Temporary for one academic year
Reporting to:	Assistant Headteacher
Liaison With:	Teaching Staff, Associate Staff, Parents, Students, External Agencies
Job Purpose:	<ul style="list-style-type: none">To administrate and supervise the behaviour unit where the post holder will be the sole supervisor of the room.To provide individual and group support (e.g. anger management, team building, developing peer relationships, bullying, improving self-esteem etc) for students whose behaviours are creating a barrier to learning, or are at risk of fixed term exclusion.
Main Duties	<p>To demonstrate a commitment to safeguarding and promoting the welfare of students, ensuring that student wellbeing is the focus of all actions undertaken in the role.</p> <ul style="list-style-type: none">To plan and deliver bespoke behaviour programmes to support students in making changes to their chose behaviour, aiming to reduce the risk of suspensions & exclusions.Monitor and assess the implementation of interventions and support programmes, reviewing these and making informed changes where necessary.To support the withdrawal room through helping to identify those pupils that need to be referred to the Behaviour unit.To liaise with subject teachers when appropriate, gaining key information about units of work in order to prepare for supporting students in the Behaviour unit or withdrawal room.To ensure that the behaviour/withdrawal room procedures are adhered to and the rooms are well maintained, neat and tidy.To continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem.To log behaviour incidents on Classcharts, circulate a weekly behaviour log and create and circulate a termly and annual behaviour report to external inspectors, Governors and SLT.Assist with on call pickups, lunchtime and after school supervision as appropriate.Make contributions to inclusion and community team meetings giving strategies and progress of students on behaviour programmes.Be alert to, and understand, the specific needs of vulnerable students.Liaise with families, carers, external agencies and relevant staff, according to the student's Individual plan, in collaboration with teachers and other colleagues.To act as a point of contact for staff members regarding the behaviour of students and provide the necessary support.To assist with implementing individual students' learning plans, pastoral support plans and acceptable behaviour contracts.To mentor underachieving students, liaising with teaching staff and support staff to ensure continuity of learning.Take responsibility for individuals and small groups of pupils ensuring their safety and welfare.To work effectively as a member of the school team responding to the needs of students on the basis of school's policies and agreed practices.

	<ul style="list-style-type: none"> • Assist the Attendance officer when required. • Supporting the supervision of students at break and lunchtime. As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, as requested by your line manager. • Provide support for pupils in a flexible manner on re-integration including students that have been excluded. • To attend meetings as invited by the Assistant Headteacher and provide interventions for key students. • Maintain confidentiality at all times, releasing confidential information obtained during the course of employment to those acting in an official capacity • Ensure effective communication with the SENCO, school leaders and teaching staff.
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This job description is current at the date shown but following consultation may be changed by the Headteacher to reflect or anticipate the changing demands of the post commensurate with the grade and job title.

The school staffing structure will be subject to periodic review to reflect the changing opportunities and constraints that arise.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The school has an approved equality policy in employment and copies are freely available to all employees. The postholder will be expected to comply, observe and promote the equality policies of the school.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.