



JOB DESCRIPTION

Job Title: Engagement & Welfare Officer
Grade: C1 SCP 12-17
Reporting to: GORSE SCITT Administration Office Manager

Job Purpose:

To work directly with the Administration Office Manager, Administration Systems Manager, and leaders of GORSE SCITT, monitoring and supporting the attendance and welfare of the GORSE SCITT trainee teachers.

Attendance and Welfare

- Monitor and report on the daily attendance of the trainees, including processing leave of absence (LoA) requests, monitoring registers, and liaising with colleagues across the partnership.
- Alongside the Administration Office Manager, act as first line response to any trainee query, escalating to the leadership team where appropriate.
- Work directly with the Administration Office manager to ensure the welfare of the trainees through conducting Wellbeing Action Support Plan (WASP) Meetings and liaising with colleagues across the partnership.
- Ensure the Wellbeing Action Support Plans are regularly reviewed and that any updates are shared with relevant colleagues.

Engagement and Enhancements

- Monitor the various email inboxes, responding to initial contact from potential applicants to the programme, external agencies, and colleagues across the partnership. Escalating to the Administration Office Manager where appropriate.
- Arrange and attend career fairs and open days as and when required.
- Support the Recruitment Officer with the School Experience Programme.
- Provide administrative support to the Senior Leadership Team, arranging and executing trainee enhancement activities.

SCITT Administration

- Provide administrative support to the Senior Leadership Team, Administration Office Manager, and Administration Systems Manager as and when necessary.
- Ensure the conditions of your trainee caseload are met and support to ensure all trainees are compliant prior to the course start date.
- Support with administration and interviewing on trainee interview days. ensuring candidates are made to feel welcome and supported throughout the day.
- Assisting the Administration Office manager with HR tasks including processing travel expenses and transferring paper personnel files online.

Other Duties:

- To work within, and to support, GORSE SCITT policies and procedures at all times.
- To form positive professional working relationships with colleagues throughout GORSE SCITT, Leeds Teaching School Hub and The GORSE Academies Trust.
- To willingly engage with training as required by GORSE SCITT.



- To treat all aspects of the role with the strictest confidentiality.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Person Specification Engagement & Welfare Officer

Criteria	Essential/ Desirable
Qualifications	E/D
• English and Mathematics at Grade 4/C or above (or equivalent) GCSE level	E
• Full driving license	D
• First Aid Qualification	D
Knowledge and Skills	E/D
• Computer literate and familiar with all Microsoft Office Software.	E
• Flexible approach and ability to work on own initiative as well as part of a busy team	E
• Experience of office work	D
• Experience of a role in a school/college or teacher training environment	D
• Experience of line management	D
• Experience of working with trainee teachers	D
Experience	E/D
• Experience of dealing with confidential information	E
• Experience of office work	D
• Experience of a role in a school/college or teacher training environment	D
• Experience of line management	D
• Experience of working with trainee teachers	D
Personal Attributes	E/D
• Quick to learn and able to work accurately	E
• Friendly, calm, and positive disposition	E
• Good communication and interpersonal skills	E
• Able to work independently and on own initiative	E
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

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