# **Job title:**  **Learner Engagement Lead**

**Responsible to:** Deputy Headteacher

**Manages/Supervises:**  None

**Location:** Queen Emma’s Primary School

The post holder may be required to carry out work and/or training at any of the MILL Academy Schools as required.

**Salary: Grade: 7**

**Hours:** Monday to Friday 8:00am – 3:30pm, 35 hours a week, term

time only]

1-year FTC

**Required** ASAP

**Disclosure level:** Enhanced

**Role Purpose:**

Responsible for supporting pupil attendance, participation in learning and wellbeing.

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents, and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

**Main responsibilities:**

**Attendance**

* Ensure daily attendance registers are accurate and complete and follow up with staff members about any incomplete data.
* Follow up on any unexplained absences with families, escalating issues as appropriate in line with school procedures Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners.
* Support parents to improve attendance using attendance contracts.
* Manage the referral process to the County Attendance Team.
* Manage the process of issuing penalty notices to parents.
* Maintain accurate records of communications with parents/carers and relevant interventions.
* Build and refresh knowledge of the school’s MIS and other relevant systems.
* Carry out home visits to check on children’s welfare on Day 3 of absence or as deemed necessary.

**Safeguarding**

* As the Deputy Designated Safeguarding Lead, you will contribute to the safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems in place). You will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.
* You will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.
* You will work closely with LCSS to identify families that require support and complete Strengths and Needs form.
* Refer and signpost families to charities and external agencies for support.

\*Some safeguarding activities may be delegated to deputies, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

**Behaviour and Attitudes**

* Follow our behaviour blueprint, be relentlessly bothered – relentless routines.
* Help to facilitate restorative conversations and inform parents about incidents.
* Deploy preventative strategies to support children to regulate their emotions.
* Investigate bullying allegations and liaise with School Leaders to follow the school’s Anti-bullying policy.
* Lead an element of our weekly culture assembly.
* Support pupils in their engagement in lessons.

**Personal Development**

* Deliver elements of our Relationship, Health, and Sex education, Citizenship and British Values.
* Oversee the evidencing of the personal development curriculum.
* Contribute to the delivery of enrichment events e.g. anti-bullying week, road safety.
* Contribute to the weekly staff briefing paper, the fortnightly newsletter our social media platforms and school website.
* To oversee the School Council.

**Support for the School and the Trust**

* Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop;
* Contribute to the overall ethos/work/aims of the school;
* Appreciate and support the role of other professionals;
* Carry out the supervision of pupils out of lesson times, including before and after school, breaks and at lunchtime;
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the trip leader.

**Additional Responsibilities**

* To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
* To achieve school outcomes and outputs, and personal appraisal targets, as agreed with the Line Manager.
* To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
* To be committed to the School’s core values and ethos and to demonstrate this commitment in the way duties are carried out.
* Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the GDPR, Data Protection and Equality Act at all times.
* To carry out duties and responsibilities in accordance with the School’s Health and Safety procedures, the Academy’s Health and Safety Policy and relevant Health and Safety legislation.
* Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of pupils.
* The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
* To undertake any other reasonable tasks commensurate with the grade as are required from time to time at the discretion of Headteacher.

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications/Training** |  |  |
| * Educated to GCSE, with good grades in Maths and English (C or better / or equivalent
 | X |  |
| * Qualifications or evidence of training in relation to supporting students with SEND, vulnerable or disadvantaged learners or students at risk of disengaging with education.
 | X |  |
| **Experience** |  |  |
| * Experience working with students of secondary school age
 |  | X |
| * Experience of working with people from disadvantaged communities and with a wide range of abilities and needs
 | X |  |
| * Experience of attendance management procedures in schools and academies
 | X |  |
| * Good IT Sills with experience win the use of Microsoft Office systems, email and internet
 | X |  |
| * Experience of using Management Information Systems such as SIMS and attendance system used in schools and academies
 |  | X |
| **Knowledge/Skills** |  |  |
| * Full working knowledge of relevant polices/codes of practice such as equality, diversity, anti-discrimination and awareness of relevant legislation
 | X |  |
| * Understanding of principles of child development and learning processes
 |  | X |
| * Ability to self-evaluate learning needs and actively seek learning opportunities
 |  | X |
| * Understanding of safeguarding issues and experience of work with social care
 | X |  |
| * Ability to forge constructive relationships with hard to reach students and families
 | X |  |
| * Excellent communication and interpersonal skills in formal and informal settings
 | X |  |
| * Excellent organisational and administrative skills
 | X |  |
| * Ability to maintain confidentiality
 | X |  |
| * The ability to work part as a team
 | X |  |
| * A creative, ‘can-do’ approach to developing resources and opportunities
 | X |  |
| * A willingness to show initiative
 | X |  |
| * IT skills
 | X |  |