



Job Description

Post Title: Learning and Engagement Practitioner

Pay Scale: Grade 6, Grade point scp 23 – 26 - Term-time only

Responsible to: Diamond Pathway Manager

Responsible for: Raising standards of young people with social and emotional difficulties

Main Purpose of the Post:

Provide support for young people in the Academy by:

- Support the Diamond Pathway Manager in the coordination and engagement of young people in school
- Hold a caseload of young people and be responsible for tracking attendance and engagement, keeping accurate records on school systems
- Work with the Diamond Pathway Manager to co-ordinate a multi-agency response to ensure high engagement in school
- Report to parents/carers about progress in school, including attitudes to learning

Principal Accountabilities:

- In class support
- Withdrawal support
- Create and manage individual timetables for young people to include a range of options including vocational providers
- Provide information and advice to young people as required about post 16 destinations available
- Work with the Diamond Pathway Manager to ensure that intervention and support plans are used to set specific targets and are matched to pupils needs.
- Support the monitoring and effectiveness of student timetables and interventions.
- Liaise with relevant outside agencies to ensure students engage fully and make academic progress.
- Support staff regarding matters of pupil's engagement in lessons
- Routinely work with parents/carers

The Learning and Engagement Practitioner must:

- Participate in and support the school's performance management process and attend any relevant training
- The post holder must be flexible and recognise that the duties of this post may vary from time to time; the duties in this post are not exhaustive and the post



holder may be required to undertake other duties which should not substantially change the general character of the post to ensure that the operational needs of the Academy are met.

General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature, which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Academy's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Safeguarding Children

The Constellation Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.



PERSON SPECIFICATION

Knowledge/Experience/Skills/Qualifications/Mental Skills:

1. Qualifications – Essential:

- Good standard of numeracy and literacy (GCSE)

Desirable:

- Further professional qualifications linked to teaching and learning

2. Skills, Knowledge & Aptitude – Essential:

- A proven track record in developing excellent relationships with young people
- An emotionally intelligent approach to work with students, parents and colleagues
- Well-developed interpersonal and communication skills
- Knowledge of the requirements needed to achieve outstanding student progress and personal development
- Demonstrable knowledge and understanding of equality issues
- Ability to work in a solution focussed approach

Desirable:

- Having a working knowledge of school attendance legislation
- Outstanding IT skills and ability to track student achievement using new technologies

3. Experience – Essential:

- Significant experience in working with children and young people
- Successful partnership working with outside agencies
- Robust self-evaluation and tracking of pupil progress

4. Skills – Essential:

- Build and maintain effective relationships through effective interpersonal skills
- Excellent communication skills both oral and written
- Think creatively to anticipate and solve problems
- Inclusive approach to education
- High expectations of self and others
- Manage and resolve conflict
- Work under pressure, maintaining a sense of perspective and humour
- Commitment, honesty and dedication
- Ability to manage own time effectively
- Reliability and integrity
- Resilience and tenacity
- Self-awareness

Interpersonal/Communication Skills:

- Be a team player
- Ability to motivate and inspire staff and students
- Ability to use tact, diplomacy, sensitivity and good humour
- The ability to understand others and create trust
- Effective written and spoken communication



- Ability to demonstrate personal and emotional resilience when working in a range of challenging situations
- Motivation to work with children and young people
- Commitment to safeguarding and promoting the welfare of children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline
- Willingness to undergo appropriate checks, including enhanced DBS checks

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager Signature