



JOB DESCRIPTION.

Job title:	Parental Engagement Officer	Contract Type:	TTO (39 weeks)
Responsible To:	Assistant Headteacher	Salary Range:	Scale 5 (12-15)
Responsible For:	N/A	Location:	RGTS

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach - educating from nursery to university and beyond - to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

MAIN PURPOSE OF THIS ROLE

We know that working together with our families to achieve stronger participation we can raise attendance, wellbeing and education outcomes. This role is dedicated to harnessing the power of parent participation to enable us to deliver on our Trust commitment to provide a transformative education for all our students. The post holder will provide support to the staff in terms of

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supporting the most effective ways to communicate, connect and engage with all parents and carers linked to the school such that all students are able to thrive and succeed in school.

SPECIFIC DUTIES AND RESPONSIBILITIES

Ethos and Behaviours

Effective parent participation in schools is guided by leadership, strategy, and the resources that foster a positive and inclusive environment. The parent experience is powered by a welcoming atmosphere, prioritises support, and the school team's culture.

1. To work with the Senior Leader overseeing Parental Participation, and support a clear strategy for the school that engages parents and which is regularly evaluated
2. To be the main point of contact for parents who may then be signposted to the most appropriate member of staff to respond to their queries.
3. To support all staff with training and guidance that allows for effective working with parents.

Two-Way Communication

Parent participation is at its best when there are impactful, accessible, inclusive and reciprocal communications. The school's review of processes, the actioning of parent feedback and the efforts to raise parent's capability helps them to engage with school activity.

1. To support, oversee and develop a variety of communication methods to ensure that information reaches parents in a timely and effective way.
2. To support and monitor an inclusive communications strategy that reflects the needs and preferences of all parents so that all can feel a sense of belonging.
3. To monitor on a regular basis the effectiveness of all communications with parents.
4. To share on ways in which the school can enable parent feedback, using all opportunities available during the school year and ensuring that action is taken on the feedback received.
5. To maintain and update the parent pages on the website, under the direction of the senior leader taking the lead to ensure that they are informative, engaging, accessible and up to date.

Home-based learning:

The relationship between school and home can be strengthened by referring to additional resources and areas of specialism. Maintaining a diverse network of partnerships with local and national groups, schools can better support families facing challenges.

1. To work with curriculum leaders to equip parents to inspire their child's learning and understand the value of their impact



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2. To work with curriculum leaders to ensure that there is excellent and accessible communication with home to share homework, assessments and curriculum with parents, offering advice where needed to ensure that all communication is accessible to all parents
3. To provide training and coaching as required to parents to build academic and non-academic skills to support their child
4. To develop, promote and implement school-led initiatives to support parents as their child progresses through educational stages

Involvement in school life:

Engaging parents with a wide variety of inclusive activities significantly improves the school's resources and skills. With strong active parent involvement, schools can foster trust and establish long-term collaborations that enhance educational outcomes.

1. To work with the staff of the school to identify volunteering roles that enable all levels of parent representation, taking a support the promotion of these opportunities, the onboarding of volunteers in conjunction with HR, and then the evaluation of the impact of these initiatives.
2. To work with the pastoral teams to identify and target under-represented groups and encourage greater involvement, supporting the impact evaluation of any initiatives introduced.
3. To work with the school to establish and support the growth of a PTA, and act as a point of contact for PTA activities.

Community partnerships:

Essential for fostering support, inclusion and diversity, developing strong connections with local groups and leaders allows schools to better reach and support families, face challenges and leverage specialised resources to meet parents' educational and wellbeing needs.

1. To support the school where there is a need to help parents engage with outreach opportunities
2. To provide up to date signposting for parents to a wide range of community partners

Other:

1. To ensure that a high level of confidentiality is maintained in all aspects of working with our students and their families.
2. To act in accordance with the school's Safeguarding Procedures with the school Child Protection Co-ordinator as appropriate.

General duties:

1. To carry out student supervision duties as required.
2. Provide first aid support where required and undertake relevant training.

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3. Support school projects where required.
4. Support school events where required.
5. To provide support at meetings with parents and translating as required.
6. Providing fire marshal support as required.
7. Any other duties commensurate with the grade of the post and which may reasonably be required by the senior leadership team of the school.
8. Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
9. Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.

Vision and Values:

- To lead by example, providing inspiration and motivation, and embody for all stakeholders the vision, purpose and leadership of the school.
- To develop and maintain a culture of high expectations for self and others.
- To role model excellent behaviour and conduct in all regards to staff and students.
- To operate in support of the school's vision and values at all times.
- To demonstrate collaborative leadership, working with colleagues to achieve desired outcomes.
- To be empowering, by delegating clearly, giving effective steers and appropriate freedoms for colleagues to act.
- To be supportive and enabling, with the ability to hold colleagues to account and hold difficult conversations appropriately.
- To regularly seek out constructive critical feedback and to use this alongside rigorous self-reflection to set targets for personal growth and development.
- To take responsibility for day-to-day management of designated staff.
- To demonstrate a flexible approach to the delivery of work.

Staff Development:

- The postholder will be required to undertake training as required to be effective in carrying out all duties.

Student Support and Progress:

- As a member of the school's support staff team to contribute to building and maintaining a culture of high expectations and achievement.
- To work with the broader community to promote Royal Greenwich Trust School, and the opportunities for students to thrive and develop personally and educationally.
- To develop and maintain strategic relationships with outside organisations to deliver programmes that benefit RGTS students.

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Equality and Diversity:

- The school has a strong commitment to achieving equality in its service to students, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety:

- The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young people.

This Job Description is not intended to be prescriptive. The needs of the school may change, and this could necessitate revision in the future and amendment at any time, following appropriate consultation.



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JOB DESCRIPTION AGREEMENT

The above job description may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school, the Trust. And the local authority.

Signed _____ Date _____

Post holder

Signed _____ Date _____

Executive Headteacher



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PERSON SPECIFICATION: PARENTAL ENGAGEMENT OFFICER

Knowledge and Experience	Essential	Desirable
• GCSE A*- C English and Maths.	x	
• Degree or equivalent		x
• Good working knowledge of Arbor or similar management information system.	x	
• Excellent IT skills including Word, EXCEL, email and the internet.	x	
• Experience of co-ordinating Adult Education classes.		x
• Experience of, empathy with, working in a multi-cultural environment.	x	
• Qualified first aider or willing to undertake training.	x	
• Experience of working in a secondary school environment.	x	
• Experience of managing a complex workload with competing and rapidly changing priorities.	x	
• A proven track record of at least 2 years' of competency and accuracy in the use of ICT systems and packages.	x	
• Experience of preparing and presenting reports (both statistical and narrative) that interpret results and trends, to SLT and governors etc.	x	
• Experience in the use of electronic data transmission.	x	
• A sound knowledge of computer databases and spreadsheets.	x	
• Working knowledge of data protection legislation.	x	

Skills and Abilities	Essential	Desirable
• Excellent interpersonal and communication skills (both oral and written).	x	
• Ability to deal with staff, students, parents, visitors and outside agencies, including the ability to promote the image of the school.	x	
• The ability to establish and maintain effective working relationships with teachers and other members of staff.	x	
• The ability to accept guidance and direction from teachers.	x	

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• Highly developed organisational skills.	x	
• Ability to work collaboratively with others, supporting effective delivery of team goals	x	
• Ability to work independently and to take initiative when appropriate.	x	
• Ability to pay close attention to detail.	x	
• Ability to maintain effective and accurate records.	x	
• Ability to work well under pressure in the school environment (including as part of the administrative team).	x	
• Ability to set and work to agreed targets and work schedules.	x	
• Ability to work well under pressure.	x	
• Possess a positive attitude and approach to change and development.	x	
• Flexibility and ability to work as part of, and contribute to, the school's Administrative Team.	x	
• Resourcefulness, enthusiasm, patience and a sense of humour.	x	

Professional knowledge and understanding	Essential	Desirable
• Understanding of and ability to maintain strict confidentiality with regard to issues relating to students, parents, other staff and school business.	x	
• Understanding of and ability to maintain high standards of punctuality and attendance.	x	
• A commitment to continuous professional development.	x	

Other	Essential	Desirable
• A satisfactory Enhanced DBS disclosure	x	

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