# **PUPIL ENGAGEMENT WORKER JOB DESCRIPTION**



Post Title: Pupil Engagement Worker

Grade: Band F

Responsible to: Inclusion Leader

## **Main Purpose**

To work within an agreed framework of supervision to complement the professional work of teachers by taking responsibility for agreed learning activities. These activities can be for individuals/groups or whole classes on a short-term basis. (This will include monitoring and assessment, recording and reporting on pupil achievement, progress and development.) To support the development of safeguarding and child protection policies.

# **Duties and Responsibilities**

* Perform the duties of a deputy designated safeguarding lead.
* Maintain and update documentation with respect to all cases of safeguarding and child protection.
* To discuss any issues or ongoing investigations with the DSL/Head Teacher and record these accurately on the CPOMs system.
* To attend meetings regarding Child Protection cases on behalf of the school and produce relevant documentation and reports.
* Liaise with Inclusion Leader to provide particular support to targeted pupils to raise achievement and attendance and help them overcome barriers to learning.
* Develop and deliver individual and group education programmes to pupils experiencing significant behavioural, social, emotional and mental health difficulties.
* Support the re-integration of pupils excluded from school if following an alternative timetable.
* Develop partnerships with external agencies/organisations to establish and maintain resources/strategies to help address barriers to learning.
* Provide objective and accurate feedback and reports relating to pupil achievement, progress and other matters that are supported by appropriate evidence.
* Co-ordinate and support children’s successful transition and transfers.
* Build and maintain appropriate contact with families and carers of children with identified needs and keep them informed about their needs and progress.
* Maintain confidentiality.
* Undertake any other duties commensurate with the grade.

**Relevant Qualifications/Experience**

Postholders will be required to possess:

* Level 3 Qualification or evidence of the equivalent level of knowledge gained through work experience.
* Very good English and mathematics skills.
* Experience of working within a primary setting in the role of ‘Learning Mentor’ or similar.