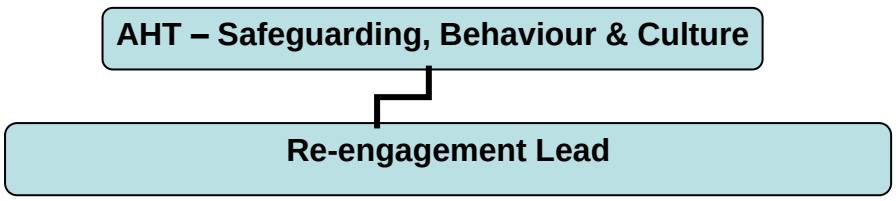
Maiden Erlegh Trust
Job Description

Role	**Re-Engagement Lead**	**School/Department**	Cranbury College
Grade	Grade 7 (spinal points 25 to 29)	**Reports to**	Assistant Headteacher
Job Evaluation Code	CRA018	**Date of evaluation**	3 October 2022

Purpose	To lead and coordinate the delivery of the non-commissioned packages offered by Cranbury College. To be responsible for overall performance and development of this programme and for operational day to day running.

Scope	**Main contacts:** Staff, students, parents, outside agencies	**Staff responsibilities:** HLTA's, or allocated staff for the programme	**Financial accountability** N/A

Main duties and responsibilities	The post holder will be required to undertake duties that contribute to the work of Cranbury College and some flexibility in role is implicit within the job description. The duties and responsibilities outlined below are not intended to be exhaustive but aim to highlight the major tasks of the job. However, any changes in specific duties will be consistent with the range of tasks specified and will be discussed and negotiated if such a change is required. • To develop the provision of the non-commissioned offer for local schools to access to support dysregulated students. • To develop a usable and accessible curriculum/ programme of study for both Key Stage 3 and 4 intakes, where Quality First Teaching can be seen. • To deliver elements of the non-commissioned offer, which may include therapeutic sessions, alongside key subject lessons such a numeracy, and literacy. • Responsibility for reporting Safeguarding concerns to both the Cranbury College system (CPOMS) and the child's home school. • To contribute to the school evaluation (SEF) and school development plan, ensuring the ongoing development and improvement of the non-commissioned offer. • To work with professionals, parents, young people and other agencies to assess need and work with the young person allowing a smooth reintegration back into their mainstream school setting. • To liaise directly with school regarding non-commissioned places, ensuring processes (financial, organisation, reporting and assessing) and formal paperwork is followed. • To devise, carry out and monitor Risk Assessments for students if needed. • Ensuring that students are ready to learn and to use strategies to improve behaviour so students can successfully reintegrate into a mainstream school or other specialist setting • To be accountable for non-commissioned student pastoral welfare. • To work with parents, carers, and families in order to support young people's attendance in conjunction with the home school. • To follow financial procedures • To work with the SENCO to help the young people set and reach appropriate

	targets, contributing to EHCP as necessary. • To organise parent reviews. • To monitor attendance and progress and plan appropriate interventions with the student, keeping the home school informed at agreed periods for cases of non-attendance, reviews, follow up and final reporting. • To performance manage the work of HTLAs within the team • To monitor alterations to individual timetables, ensuring that they meet statutory requirements • To lead or support sessions as required • To plan and deliver the PSHE and British Values programme under supervision from Teaching and Learning lead and to contribute and lead other extended curriculum activities • To work as part of the staff team supporting student learning during lessons • To supervise the work being undertaken by individual or small groups of students • To support pastorally with Post 16 students at dedicated site (same site as re-engagement packages) • To undertake any other duties commensurate with the post. **General Requirements** • To work in accordance with all policies and procedures • To represent as a middle leader, the values, ethos, and policy of Cranbury College • To assist with the development of policies and procedures • To lead team meetings as required in accordance with the communication strategy • To devise and be accountable for departmental development plans • To undertake required training • To maintain good time keeping • To undertake any other reasonable tasks as required by Cranbury College • To provide or organise the safe transport of pupils between site where necessary • To follow whole service systems as outlined in the staff handbook • To be responsible as a middle leader for health and safety within centres and or departments. • To provide electronic documents as required in line with ICT, information sharing and data protection policy
Other requirements and responsibilities	Enhanced DBS required
Structure chart	

Maiden Erlegh Trust
Person Specification

Role	**Re-Engagement Lead**	**School/Department**	Cranbury College
Grade	Grade 7	**Job Evaluation Code**	CRA018

Qualifications, training, and education	• Educated to at least further education standard and aspirations for further or higher education e.g degree or diploma in counselling, teaching, SEN etc. • A professional qualification in a relevant area (Social Work, Teaching, Youth Work, NVQ level 3/4 in Social Care) or NVQ level 4 HLTA status or similar experience.
Experience	• Experience of working with young people with social emotional and mental health issues and their families in a professional capacity • Experience of identifying needs, setting targets, and evaluating the effectiveness of learning for students with social, emotional and mental health needs • Experience of multi-agency work, including as a key-worker • Experience of working in an educational/school environment • Experience of running groups and group work
Skills and abilities	• Ability to lead a team. • Ability to lead the induction of new staff and students to the key stage 3 phase. • Ability to line manage staff in accordance with college policies and hold people to account. • Ability to manage staff sickness and absence in line with college policies. • Ability to manage a phase budget. • Ability to carry out appraisals and set appropriate targets. • Ability to relate to young people and adults positively, both as individuals and in groups, encouraging participation and empowerment • Ability to plan interventions strategically in order to meet identified needs • Excellent communication, both written and oral • Ability to be self-motivated and have good time-management skills • Ability to work with other partners and stakeholders, liaising when appropriate. • Competent user of IT • Implementation of behaviour management in accordance with Cranbury College Behaviour Policy • Ability to support key workers by finding appropriate external agencies • Ability to organise to parent consultation meetings • Able to work under pressure and meets challenging deadlines • Understand and adhere to the rules of strict confidentiality • Able to produce accurate and well-presented reports for Leadership and Management Committee.
Requirements specific to the role	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation, and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed: _____ Date: _____

Post holder