



Job Description

Job Title:	Student Engagement Co-ordinator
Grade/Salary Scale:	Grade 6, SCP 11 – 17 (£21,748 - £24,491 pro rata)
Contract:	36 hours per week, term time + 5 days (39 weeks)

Reports to:	Assistant Headteacher
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Job Purpose

This role will support the Senior Leadership Team to implement a high quality curriculum which enables students to achieve academic success and provides a range of opportunities to develop wider personal skills.

Responsibilities

- Co-ordinate the school's provision for Careers Education, Information, Advice and Guidance (CEIAG) across all year groups – acting as the point of contact for post-16 providers and other agencies
- Lead the organisation, coordination and management of all CEIAG events e.g. careers fairs, visits from external speakers.
- Build links with business, industry and external organisations to raise students' aspirations and provide information on future employment and training opportunities
- Act as the school's Educational Visits Co-ordinator to ensure all off-site educational visits and activities are carried out appropriately and meet relevant health and safety regulations
- Act as the point of contact for all activities relating to students' wider personal development and lead the organisation of all associated events/trips
- Analyse and interpret relevant data to monitor student progress and personal development
- Work alongside pastoral staff to identify students at risk of academic underachievement and implement appropriate mentoring and personalised approaches
- Support the production of relevant schemes of work for developing students' personal development, creating high quality resources under the direction of the Senior Leadership Team
- Co-ordinate the school's extra-curricular programme, promote the range of clubs and activities to students and monitor engagement
- Co-ordinate academic intervention programmes, as required, across all year groups
- Support the school's Alternative Education programme, as required
- Act as a cover supervisor, as required, in the absence of teaching staff
- Supervise groups of students in extra-curricular activities, after-school study or homework clubs, as required
- Provide general administrative and clerical support for members of the Senior Leadership Team
- Undertake break, lunchtime, or examination supervision, as required
- Undertake first aid training to support the team



Skills

- Have a desire to work with young people and support their education and achievements
- Have the ability to motivate students to engage in their learning
- Have strong communication skills and the ability to role model high standards of written and spoken language
- Have the ability to develop positive relationships with students and establish a productive climate for learning
- Demonstrate sensitivity to the range of needs and difficulties that young people experience
- Have high expectations for every student and show a demonstrable belief that all students can succeed
- Have the ability to work independently, show initiative and work as part of a team
- Have well-developed organisational skills and the ability to work under pressure, prioritise and meet deadlines

Monitoring: As specified by the Headteacher and in accordance with the school's Performance Management policy for all staff

Meeting attendance: As reasonably directed

Other: Undertake such whole-school duties and perform other tasks commensurate with the post as reasonably requested by the Headteacher



Person Specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• GCSE Standard- English is essential• Numerate and Literate• Ability to use ICT	<ul style="list-style-type: none">• A Levels or equivalent• Further academic achievement
Experience	<ul style="list-style-type: none">• Experience of working with young people	<ul style="list-style-type: none">• Experience of working in an education environment.
Skills	<ul style="list-style-type: none">• Ability to relate well to children and adults• Ability to work effectively as part of a team• Good communication and interpersonal skills• Good organisational skills• Ability to work independently and demonstrate initiative	<ul style="list-style-type: none">• Evidence of effective partnership working.• Successful use of ICT to enhance learning.
Personal Attributes	<ul style="list-style-type: none">• Ability to take initiative, lead, motivate, inspire and support others to achieve excellence.• Evidence of a personal and powerful commitment to continuous improvement and raising standards.• A commitment to safeguarding and promoting the physical and emotional health and well-being of young people.• Flexibility and adaptability.• Effective time management.• Ability to work and lead autonomously in line with the school vision.• Energy, resilience, and the ability to perform well under pressure.• Commitment to inclusive education.	