

Job Description

Job Title:	Student Engagement Officer
Grade:	OLOL Band 2, SCP 3 – 5, £19,610.00 - £20,268.00 Per Annum
Hours of Work:	37 hours per week, term time only. The normal working day for this post will be from 8.15am - 4.15pm
Job Purpose:	<p>To manage and deliver school consequences for students displaying inappropriate behaviour including supervising students in the school's reflection centre and internal suspension during the school day.</p> <p>To supervise the Damascus centre (student support) at set times throughout the day responding to students who are proactively or reactively placed there.</p> <p>To support students with their emotional and behavioural needs with a view to reducing their barriers to learning. This will be through the development and delivery of whole school strategies such as delivering intervention to targeted small groups of students and individuals by means of mentoring.</p> <p>To support and liaise with parents to create and promote positive working relationships.</p>
Responsibilities:	<ul style="list-style-type: none"> To be able to develop, plan, organise and deliver short courses to individual/small groups of students. Focusing on areas such as anger management, self-esteem and confidence building. To evaluate support for parents on an ongoing basis and to present the findings to the Leader of the LSU with appropriate recommendations.



- To devise and implement intervention strategies for the whole school that will reduce the barriers to learning, monitor and evaluate the effect and present findings to the Leader of the LSU.
- To raise the achievement of students and support them to change their behaviour, through creating and delivering tailored coaching/mentoring sessions.
- To monitor and review identified students' behaviour and academic progress.
- To use rewards to promote positive changes and positive behaviour.
- To support student behaviour both in the classroom and in the LSU and complete regular classroom observations presenting findings to key staff.
- To reduce barriers to learning/behaviour patterns by improving motivation, engagement, enjoyment and by raising awareness of the concerns to the necessary staff.
- Working with families to change unwanted symptoms and barriers to learning.
- To create a nurturing, safe environment in which individuals can grow and learn
- To work closely with The Leader Of The LSU, Progress Leaders, SENCO, Lead TA, Chaplain and Specialist Services signposting and facilitating access as necessary.
- To attend meetings as required with agencies, parents and members of the Senior Leadership Team.
- To supervise students in the school's reflection centre.
- To maintain accurate and detailed student records, ensuring all paperwork is completed to a high standard and is available for key staff.
- To provide support to tutors on school Progress Days regarding feedback to parents.
- To deal with safeguarding concerns according to school policies
- Perform any task or duty under the reasonable direction of the Business Leader.

The responsibilities of the post may be reviewed and modified in light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

Person Specification

Requirements	Essential	Desirable	Demonstrated By
Qualifications & Training	Applicants must have GCSE (or O Level) at Grade C or above in Maths and English	Behaviour management qualifications and/or training.	Application Form
Experience	Previous experience of working with Secondary school aged pupils 11 – 18 years.		Application Form Interview
Skills	ICT literate – must be able to use Microsoft Office		Application Form
Knowledge	An exceptional understanding of how children learn. Good English and Maths knowledge, and an understanding of how to support children in all areas of learning. Understanding of factors likely to impact on students' behaviour and well being	Safeguarding Policy and Procedure	Interview Task
Management	Able to manage own workload. Able to prioritise. Able to show initiative		Interview Task
Aptitude and Personal qualities	Excellent communication skills – empathy with children with the ability to relate well to staff and parents. Ability to work effectively as part of a team, committed to making a difference. Reliable, enthusiastic, highly motivated. Calm and professional manner Helpful and resilient with high standards.		Application Interview Task