

Job Description

Post Title	Student Engagement Officer
Responsible To	Assistant Headteacher: Learning Provision
Salary	Grade 9 A/B (£26,999/£27,905 FTE)
Hours	37 hours per week, term-time only (38 weeks + 1 week INSET)

Main Purpose

- To mentor and form strong links with targeted disadvantaged students and their families in all year groups across the academy to bring about improvement in learning behaviours, attendance, academic progress and outcomes
- To liaise with Directors of Learning to identify targeted groups of Pupil Premium students who need additional support to engage and thrive and are not targeted through existing inclusion programmes.
- To launch, monitor and review initiatives and support to raise the profile of selected students across Year 7-11, to improve resilience, engagement, student progress and a desire to succeed.
- To form part of a home learning support team for targeted disadvantaged students, supporting them to reengage following impact of lockdowns.
- To work with individuals and groups and to carry out other activities as directed by Directors of Learning.

Key Responsibilities

- To support targeted students in engaging and accessing learning.
- To work with the learning provision team to improve PP attendance so that there is no gap in attendance of PP students and non-PP students across Years 7-11.
- To ensure the most able disadvantaged students achieve their full potential by working with Directors of Learning and Curriculum Leaders to plan and implement appropriate provision for these students.
- To support the removal of each and every barrier for disadvantaged students in raising attainment and achievement - resources, access to an extended academy day, home-learning and online learning completion and attendance at home-learning club and revision sessions where possible.
- To develop disadvantaged students' experiences and enrichment opportunities across the curriculum in order to raise aspirations, a desire to succeed and attainment.
- To engage with external partners such as Outward Bound to implement programmes to engage learners.
- To develop positive working relationships with all disadvantaged families; achieve 100% engagement with parents' evenings and parental events for Years 7-11
- To monitor, record and evaluate the implementation and impact of all plans drawn up by subject areas to remove barriers to learning for disadvantaged students
- To improve the vocabulary used by disadvantaged students and improve the reading ages of disadvantaged students in Years 7, 8 and 9.
- To develop 1-1 mentoring relationships with underachieving PP students across Years 7-11 and plan appropriate after school intervention programmes to catch these students up with key middle leaders
- To support the coordination of intervention programmes with the Directors of Learning

- To report on the attainment of targeted disadvantaged students in comparison to their peers and plan and monitor intervention programmes.
- To have shared responsibility for all disadvantaged students in areas relating to:
 - Attendance and punctuality
 - Student records
 - Reports
 - Parents' evenings
 - Liaison with outside agencies
 - Student discipline
- Ensure the effective induction to the academy of all new disadvantaged students.
- Relate the work of the academy to the students' home experience by informing and involving parents and other agencies in academy matters wherever possible.
- Maintain regular contact home with students, support and assist with home visits to engage with both vulnerable students and their parents.
- Mentor students to support positive pathway choices and next steps upon leaving the academy. Arrange courses/workshops which help PP parents develop the home learning environment.
- Research and recommend proven initiatives to further support disadvantaged students to Deputy Headteacher, with responsibility for PP, in line with the EEF guidance.

Support for the School

- To abide by the school's policies and procedures
- To attend relevant INSET
- To attend weekly meetings to develop and disseminate good practice.
- Attend Staff Briefings/Meetings where appropriate.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To work as part of the wider team to support the functionality of the Learning Provision Team.
- Other duties as required in support of the school within the scope of this post

Safeguarding:

The Cumbria Education Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

Review:

It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations.

Post Title: Student Engagement Officer

Essential	Desirable
The successful candidate will have relevant experience in a similar environment or appropriate qualifications.	
Candidates should hold appropriate academic qualifications to at least GCSE standard (A* to C) or level 2 equivalent.	Candidates will be educated to "A" level standard or equivalent and/or higher level professional standard.
Commitment to and/or experience of working with children	
Candidates will have good inter-personal skills, be able to operate as a member of a busy team and be able to seek and accept guidance and support as required and as offered.	
A commitment to the provision of quality and equality of opportunity for all students is required.	A broad experience or understanding of all curriculum areas will be an advantage
Candidates will be required to deal with students with behavioural difficulties.	Relevant experience of students with behavioural difficulties in a similar environment will be an advantage
Candidates should have basic keyboard skills or the ability to respond quickly to in-house training is essential.	Previous experience in similar packages will be an advantage.
Candidates will be required on occasions to attend staff training as appropriate	
Candidates should have good oral and written communication skills in a variety of contexts (students, parents, colleagues etc.)	
The postholder will have access to confidential information and must be able to demonstrate tact, sensitivity and absolute respect for the confidentiality of information gained as a result of working at the school.	
Candidates should have the drive, initiative and ability to respond quickly to further developments in the provision of learning support in schools.	Experience, or a good understanding, of the world of education and the changing environment will be an advantage.

Acknowledgement of Receipt

I have received a copy of this job description and acknowledge that it forms part of the terms and conditions of my contract of employment with Cumbria Education Trust.

Signed:

Name (please print):

Date:
