



JOB DESCRIPTION

Job Title:	Engagement Leader
Responsible to:	Assistant Headteacher
Responsible for:	Pupil and parental engagement
Grade:	Future Schools Trust Scheme 10 (Pro rata for term time plus 2 weeks)

1. PURPOSE

- To lead on the overview of all aspects of pupil welfare, wellbeing, behaviour and attitudes.
- To support the school community in raising and maintaining attendance to be in-line with national.
- To increase parental engagement and participation in school events.
- To maintain the low levels of pupils receiving suspensions from school.
- To reduce the need for pupils to access Gateway and/or Internal Engagement and receive sanctions.
- To support all members of the community in maintaining and ensuring high standards of behaviour in school and within the wider community.
- To promote the school ethos of 'Believe and Achieve' and ensure consistency in the implementation of the school's policies and procedures.
- To lead, line and performance manage the Student Support Managers, The Internal Engagement Officer and the Welfare Officer.
- To oversee the induction of pupils who join the school as 'In Year Casual Admissions' and participate in year 6-7 transition events.
- Assist in the day-to-day running of the school.

Additional Responsibilities:

- Liaise between school staff, external agencies and parents/pupils to ensure that the most appropriate actions are in place.
- Maintain and share accurate, relevant and up to date information with relevant stakeholders including via Staff briefing, weekly Bulletin, Parental termly newsletter, daily Internal Engagement updates.
- Have operational overview of patrol, Student Support Managers, Welfare and Internal Engagement.
- Have a high profile and visible presence around school including patrol and duties- before, during and after school.
- Monitor and analyse the attendance, punctuality, uniform and behaviour of all pupils to ensure that trends are identified and relevant interventions are put in place.
- Implement the school's behaviour policy to improve engagement.
- Develop strong relationships with the local community and parents/carers including face to face to meetings.



New Line Learning Academy

Believe and Achieve

- Work alongside members of the Senior Leadership Team and Inclusion team to set up PSP's, risk assessments and internal and external referrals where appropriate and action, monitor and review as well as complete any other paperwork that supports the wellbeing of a young person.
- To challenge and motivate pupils, promoting and developing their self-esteem.
- Work with pupils to identify barriers to learning and develop appropriate strategies to overcome these.
- Devise strategies based around research to help pupils overcome friendship and bullying issues.
- To liaise with pastoral and inclusion teams to support, manage and monitor pupils in Internal Engagement.
- To carry out, as requested from time to time, any other relevant duties as may be reasonably required by the Assistant Headteacher.
- Be a trained Designated Safeguarding Lead (training will be provided if necessary).
- Be a trained Level 3- First Aider (training will be provided if necessary).
- Continue professional development and keep up to date with the latest inclusion strategies and local authority referral processes.

Other Duties:

- To follow child protection policies and procedures.
- Promote consistency of behaviour management across the Academy.
- To support pupils to commit to the Academy's behaviour and attendance policies by working with individuals, small groups and parents/carers.
- Administrative tasks as directed by the line manager.
- Engage with the Academy's system of performance review.
- To keep personal records of all staff development activities in which you are/have been involved.
- Attend additional training as directed to support role development.

Person Specification:

- Successful recent experience of working with pupils of relevant age.
- Good standard of Education (5 A*- C GCSE certificates or equivalent).
- Excellent interpersonal skills, both verbal and written.
- Maintain Designated Safeguarding Training (training will be provided)
- Maintain Level 3- First Aider training (training will be provided)
- Able to establish a rapport with young people and foster positive relationships.
- Strong computer skills including the use of Microsoft Office.
- Previous experience of working within a supported learning environment.
- Previous experience of managing a team is essential.
- Previous experience of working within a school or with secondary school age pupils is essential.



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Believe and Achieve

- Have a knowledge of using Sims is desirable.
- Must be able to use own initiative, work independently in an orderly manner, motivate and inspire others with a creative approach to problem solving.
- Understanding of relevant policies, codes of practice, legislation.
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- Know how to support vulnerable children (including those at risk of significant harm).
- Flexible and reliable.
- Proven ability to maintain high professional standards.

Health and Safety:

The postholder must ensure that safe working practices are adopted by employees and to maintain a safe working environment for employees and pupils.

Safeguarding:

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.