

**Inspire Academy
JOB DESCRIPTION**

JOB TITLE:	Engagement Officer 0.2 FTE Teaching Assistant
POST NUMBER:	PLT / IA01
RESPONSIBLE TO:	Welfare Manager
RESPONSIBLE FOR:	Deputy Safeguarding Officer, Attendance, Multi-agency links, Rewards, Careers Support
GRADE:	NJC C2 scale point 12 – 25 (£21,589 - £28,785) FTE
JOB REFERENCE:	PLT / EO20

ENGAGEMENT OFFER RESPONSIBILITIES

- To support the Welfare Manager with parental engagement across the Academy such as; home/school visits.
- To work with parents/carers to ensure that they understand and are able to support the work of the Academy
- To keep comprehensive records of involvement with pupils, parents and carers and report to the line manager.
- To participate in various in-school and multi-agency meetings as directed.
- To liaise with colleagues to share information about students.
- To liaise and organise meetings with parents and carers as needed and appropriate.
- To support with systems for monitoring outcomes and evaluating service delivery in order to provide statistical data and management information ensuring high quality outcomes for learners.
- To obtain written feedback from student's colleagues and partners on the delivery of the service to be able to monitor and evaluate the quality and impact of provision.

- To regularly review the support plans for students ensuring students receive an appropriate diet of support strategies reflective of their current situation.

Deputy Safeguarding Officer

- To assist the Academy Safeguarding Lead and other agencies in the early identification of children missing education, attendance problems and to jointly develop strategies designed to initiate improvements.
- To support the Safeguarding lead to ensure that the school complies with the latest DfE legislation on Safeguarding.

Attendance

- To act as an operational point of advice and guidance for all staff in relation to student attendance.
- To develop strategies to raise student attendance and punctuality.
- To engage with and provide support to parents/carers to improve individual students' attendance, advise Academy staff, families and agencies on statutory requirements on attendance and to efficiently implement the Academy's attendance policy and procedures.
- To proactively monitor and analyse attendance using the academy management information system.
- To convey all attendance reports to the Principal: Student Support, including monitoring any patterns of attendance and alerting relevant staff to any anomalies.

Rewards

- To provide regular and accurate data for monitoring of rewards at agreed timeframes.
- To ensure the rewards system is 'fit for purpose' and review this regularly to ensure that it meets the needs of all individuals.

Careers Support

- To support the careers lead with providing a range of professional guidance and career planning to enhance student employability.
- To support the careers lead to develop local external business links to facilitate work experience placements, develop a bank of good practice resources to support new employers taking on work experience placements, provide outstanding careers guidance coaching and information to students and to coordinate activities and events relating to Careers education and Guidance, under the guidance of the postholders responsible for CEIAG, and other staff as appropriate.
- To support the careers lead in relation to matters of compliance and CEIAG statutory duties.
- To facilitate and support careers' fairs.

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TEACHING ASSISTANT RESPONSIBILITIES

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes or enable access to learning with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
- Plan and administer intervention work with children in small groups or on 1:2:1 basis as required
- Staff may also supervise whole classes (with a colleague if requested) during the short term absence of teachers (e.g.1 session) and to provide cover for PPA time. The primary focus will be to maintain good order and to keep pupils on task. In providing cover supervision Teaching Assistants will need to respond to questions and generally assist pupils to undertake set activities.

PERSONAL RESPONSIBILITIES

- To promote and Safeguard the welfare of children and young people within the Academy.
- To raise any child protection concerns/issues with the relevant member of staff.
- Attend meetings as and when necessary on/site.
- To ensure student voice is effective and that all individual's views are respected and valued.
- To carry out the duties and responsibilities of the post, in accordance with PLTs Health and Safety Policy and relevant Health and Safety guidance and legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.

PERSON SPECIFICATION

The person specification outlines the main criteria for the post and short listing will be based on the following criteria. Please ensure that your supporting statement clearly shows how you meet the criteria using experience gained either in paid or voluntary work.

- A team player, with an ability to work under pressure and prioritise effectively
- A high degree of initiative, flexibility, diplomacy and patience
- Experienced administrator, with excellent attention to detail and record-keeping
- Numerate and ability to assimilate complex information and data quickly and accurately
- Ability to work confidentiality and without supervision
- Confident building relationships with a wide variety of colleagues and stakeholders
- Excellent knowledge of general IT systems and MS Office applications (Word, PowerPoint, Excel)
- Experience of designing and producing reports

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- Ability to build effective relationships, both internally and externally, showing sensitivity for others' viewpoints and valuing diversity
- Strong oral and written communication and interpersonal skills with the ability to confidently and objectively support people at all levels
- Interest in improving business processes and a proactive approach to doing so
- NVQ Level 3 in relevant discipline (Desirable)
- An interest in children and young people's mental health and early intervention (Desirable)
- Knowledge of the UK school's system, local authorities and the NHS (Desirable)

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