



Student Engagement Coordinator Job description

Post Title: Student Engagement Coordinator

Responsible to: Assistant Headteacher (Behaviour & Attitudes)

About the Role

We are seeking to appoint a Student Engagement Coordinator with immediate effect. The successful applicant will report to the Assistant Headteacher (Behaviour and Standards) and will focus on providing support to students across Years 7-13. The role will involve liaison with parents, teachers and external agencies. We are looking for someone with excellent communication skills who can build positive relationships with pupils, staff, and parents and who can work effectively as part of a team.

The role of the Student Engagement Officer is to work with, and under the guidance of pastoral colleagues to ensure that every child achieves their learning potential by breaking down barriers to learning including behaviour. Supporting colleagues in helping ensure the above is an element of the role.

Main purpose

You will work within a team to undertake the responsibilities of managing behaviour for students' effective learning. This will require significant intervention for those at risk of suspension or exclusion. These aspects will work in conjunction with pastoral responsibilities of support, care and guidance. Part of the role would also involve working with our pastoral colleagues to develop whole school initiatives that maintain and boost student behaviour.

Main duties and responsibilities

- Dealing with behaviour issues as they arise, re-engaging students with their learning as quickly as possible.
- Raising aspirations and standards for students who are disengaged, isolated, presenting challenging behaviour or who are at risk of suspension.
- Daily liaison with the Behaviour Team regarding pupils and daily compilation of work
- Supporting the coordination of behavioural issues that arise throughout the day
- Contact with parents as necessary
- Working with groups of pupils or mentoring individual pupils to improve progress and positive attitudes towards school
- Supporting the Pastoral system by undertaking other duties eg supervising the Isolation Room, mentoring activities etc
- Providing support for students and parents/carers at times of change and helping students to develop strategies to deal with the stress and impact these issues may have on their education.

- Taking part in any relevant meetings to assist with pupil welfare e.g. review meetings, parental meetings, reintegration meetings and attendance.
- Maintaining relevant student records and case files.
- Produce half-termly reports on isolation / suspension / detention and interventions and analysis of data within.
- Being very flexible in approach and adapting to suit the needs of the students

Other responsibilities

Staff Development

- To undertake staff development where appropriate.
- To take part in the School's Appraisal Process.

Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of school quality procedures, especially through contribution to the self-assessment process.

Communications

- To ensure familiarity with the Behaviour team's aims and objectives.
- To liaise with relevant external bodies as appropriate.

Other

- To support the aims and objectives of the school.
- To attend meetings as appropriate.
- To wear the corporate clothing provided by the school, where appropriate.
- To undertake any other duties the Headteacher or their designated alternate may reasonably direct from time to time within the context of the Townsend School contract.

This Job Description is subject to periodic review and amendment. Townsend Church of England School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Person Specification

We are looking for a candidate who is able to demonstrate the following essential or desirable requirements

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> ● GCSE or equivalent level, including at least a Grade C in English and Maths 	✓	
<ul style="list-style-type: none"> ● Experience working with children of relevant age, dealing with difficult situations relating to poor behaviour 	✓	
<ul style="list-style-type: none"> ● Experience in assessing pupils' needs 		✓
<ul style="list-style-type: none"> ● Experience in coaching and advising staff on suitable behaviour interventions 		✓
<ul style="list-style-type: none"> ● Experience in delivering programmes with pupils with challenging behaviour, including one-to-one and small group activities 		✓

Skills and Knowledge	Essential	Desirable
<ul style="list-style-type: none"> ● Strong listening skills and proven ability to deal with sensitive situations with integrity 	✓	
<ul style="list-style-type: none"> ● Proven ability to communicate effectively with adults and children, including through written and verbal communication 	✓	
<ul style="list-style-type: none"> ● Proven ability to create good relationships with pupils, staff and parents 	✓	
<ul style="list-style-type: none"> ● A well-developed understanding of strategies to manage and support young people with challenging behaviour in a school environment 	✓	
<ul style="list-style-type: none"> ● Proven ability to tailor interventions to individual pupils 	✓	
<ul style="list-style-type: none"> ● Proven ability to be flexible to changing workload demands and new challenges 	✓	
<ul style="list-style-type: none"> ● Excellent understanding of safeguarding policies and procedures and their role in child protection 	✓	
<ul style="list-style-type: none"> ● Knowledge and understanding of the trigger points that lead to poor behaviour 		✓
<ul style="list-style-type: none"> ● Ability to review policies and procedures 		✓
<ul style="list-style-type: none"> ● Ability to use IT systems and to conduct analysis and produce reports 		✓

Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> The ability to converse at ease with members of the public and provide advice and information in accurate spoken English 	✓	
<ul style="list-style-type: none"> A well-developed sense of empathy 	✓	
<ul style="list-style-type: none"> Organised, proactive and self-motivated 	✓	
<ul style="list-style-type: none"> Good time management skills 	✓	
<ul style="list-style-type: none"> Commitment to upholding and promoting the ethos and values of the school 	✓	
<ul style="list-style-type: none"> Full commitment towards equal opportunities and inclusion 	✓	

Signed:	
Date:	