



Job Description

Post Title	Salary	Reviewed
Engagement Team Assistant	<i>Grade 9</i>	October 2024

Managed by: Engagement Lead

Job Purpose

- With the SENDCo, tutors, SLT and other members of the Hub team, to support all mentoring strategies for the school (or group of schools), to enable students to overcome individual barriers to learning, by identifying the problems and creating solutions and providing a support service for designated students.
- To work with students, either individually or in small groups to overcome their barriers to learning.
- Throughout the full school day support classroom staff to manage behaviour escalations, leading to de-escalation and return to learning as soon as possible, to agree and action next steps.

Key Job Outcomes

Teaching and Learning

- Under the supervision of the SENDCo to deliver in and out of class behaviour/engagement for learning support based on individual and group learner needs.
- Contribute to, providing learner information, delivering advice and guidance, and induction programmes.
- Evaluate and review courses and other learning opportunities provided.

Monitoring and Assessment

- Support the rest of the engagement team to monitor, assess and record learners' SEMH progress and achievement ensuring all relevant paperwork such as learning agreements, supporting behaviour plans and risk assessments are up-to-date and complete.
- Assess the needs of individual learners and groups of learners on key engagement skills, provide on-going support and liaise with relevant staff to meet specific support needs, e.g. access requirements, learning support, sensory needs and barriers to learning.
- Contribute to review, self-assessment and other equality procedures of programme area by providing information on outcomes of learner SEMH assessment and feedback and course review and by collecting and monitoring information particularly focusing on behaviour for learning.

Behaviour and Safeguarding

- Contribute to behaviour improvement by sharing good practice and support sessional tutors under the direction of the SENDCo and SLT.

- Support with managing behaviour/out of class data collection and analysis and behaviour/engagement for learning strategies.
- Provide support for the emotional health and wellbeing of individual children

Teamworking and Collaboration

- Attend and contribute to meetings and staff development as required by sharing good practice.
- Share good practice and disseminate national and local curriculum developments.
- Support the engagement team with managing mentoring strategies within the school, to include (for example transition strategies, supporting behaviour plans and risk assessments)
- To develop positive relationships with parents/guardians in order to approach school-related problems in a more holistic way by maintaining regular contact with families/carers of students receiving support and to encourage family involvement in the student's learning and acting as a point of contact for the parents in the school
- To enable the students to raise standards of achievement; improve attendance; raise standards of behaviour e.g. by decreasing the number of times they leave class dysregulated
 - Developing a 1:1 mentoring relationship with students identified as needing support and to devise, implement and evaluate individual student action plans
 - Supporting students identified as at risk of underachieving.
 - Liaising with the SLT to support the identification of underachieving pupils to devise, implement and evaluate individual student action plans
 - Building up detailed knowledge of the support services available, serving as the single point of contact for named students and accessing specialist support as appropriate

Developing North Star Academy Trust

- Contribute to achieving the vision and aims of the Trust.
- Contribute to the development of the Trust as an outstanding provider of SEMH provision.
- Contribute to the development of collaborative and team working between schools in the Trust, as a means of affecting change and improving standards.
- Contribute fully to the improvement of pupils' attitudes to learning and behaviour across the Trust.
- To lead cross trust initiatives

General Accountabilities

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trusts Health and Safety Policy and departmental codes of practice.
- Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities.
- Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice.
- Ensure that output and quality of work is of a high standard and complies with current legislation and standards.
- Carry out any other duties as requested which are commensurate with the grade of the post.