



Sir William Romney's School
Striving for Excellence Together



Student Engagement Officer

THE ATHELSTAN TRUST



SIR WILLIAM ROMNEY'S
T: 01666 502378
admin@swr.gloucs.sch.uk

www.swr.gloucs.sch.uk



A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625



Striving for Excellence Together

Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of five secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans

Chief Executive Officer

The Athelstan Trust

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Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

Internal career opportunities

Personalised professional development and training

Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Nationally negotiated cost of living pay

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme

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Dear Candidate,

Thank you for taking an interest in the role of Student Engagement Officer at Sir William Romney's School. I am immensely proud to have recently been appointed as the Headteacher of this wonderful school and we are embarking on an exciting vision of becoming a beacon of excellence in Gloucestershire and beyond.

Our purpose of "Striving for Excellence Together" drives everything we do. We are ambitious for every member of our school community including both students and staff to achieve their excellence, which to us means fulfilling their potential and achieving more than they ever thought possible. We believe excellence comes from having a culture where students and staff feel safe, valued and have a sense of belonging. We encourage all to have the courage to take risks and embrace opportunities to grow their character. We are committed to ensuring students leave our school with the academic outcomes, knowledge, skills and confidence to access the best universities, apprenticeships and training opportunities.

We are a welcoming, caring and supportive working environment where staff enjoy their work, develop their pedagogical practice and feel pride in being a member of our school. We take the well-being of our staff seriously and ensure we have a behaviour policy that supports staff to run their classroom. We have a highly visible and supportive SLT, centralised detentions and whole class feedback policy. We invest in our staff's CPD and are currently developing an SWR lesson that is based on Rosenshine and Teach like a Champion principles.

We are proud to be a member of the Athelstan Trust since April 2020. The Athelstan Trust's core values of 'care, collaboration and excellence' are at the heart of our approach towards leadership and care for students and staff. The Athelstan Trust is committed to raising educational standards for all children in their schools and developing the talents and skills of all staff. By being member of the Athelstan Trust, the Sir William Romney's School has also benefitted in significant investment in our infrastructure and supported us in the process of bidding for a new 3G sports facility.

The successful candidate for this position will be joining us at an exciting time for Sir William Romney's School as we embark on our vision to be a beacon of excellence in Gloucestershire and beyond. You will play a part in forming, evolving and developing our strategy which includes improving the attainment and progress of all our students whilst narrowing the gap in achievement for our disadvantaged and SEND students.

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Sir William Romney's is committed to safeguarding and promoting the welfare of our young people and therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Please read the relevant sections on our website, the job description and contact my Personal Assistant, Daisy Alban-Jones, if you would like to discuss the role further or visit our school. I would be delighted to either meet and/or discuss the position on the telephone. As a flexible working school, I am also happy to discuss flexible working opportunities with prospective candidates either before or after interview.

I look forward to hearing from you.

Will Ruscoe
Headteacher

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JOB DESCRIPTION

Job Title:	Student Engagement Officer
Responsible to:	Assistant Headteacher
Responsible for:	N/A
Hours:	32.5 hours per week, term time plus inset days 8.45am to 3.45pm with a 30-minute unpaid break
Grade:	NJC Points 17 - 20 (£31,022 - £32,597 per annum) pro rata
Contract:	12-month fixed term

Purpose of the Job

The purpose of the Student Engagement Officer is to provide flexible and responsive support to the pastoral team, focusing specifically on Attendance and Behaviour. This post includes three distinct roles:

- 1) To improve attendance by completing daily home visits for students who are persistently absent from school, encourage students to attend school and liaise with parents, carers and external agencies to secure improved student engagement.
- 2) To improve behaviour by supporting students with behavioural and emotional difficulties, address their barriers to learning, improve their engagement in education and support the running of the Reset Room.
- 3) To work effectively with the pastoral team, senior leaders and the wider school community to ensure that our high expectations of behaviour and attendance are maintained at all times

Main Duties and Responsibilities

The role of Student Engagement Officer is an integral part of our pastoral system restructure. The main duties and responsibilities of this role will include the following:

- 1) Improving Attendance
 - Conducting home visits to work with students who are persistently absent, working to re-engage them in their education and encourage a successful return to school.
 - Liaising with the Heads of Year, the Student Welfare Officers and the Attendance Champion on matters relating to student attendance and put robust plans in place to improve student engagement.
 - Liaising with parents/carers and other stakeholders in connection with Attendance issues
 - Attending Attendance meetings with parents/carers and other stakeholders
 - Maintaining accurate records of attendance interventions with students; tracking and monitoring impact.

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2) Improving Behaviour

- Working with students 1:1 or in groups to address behaviour issues, providing mediation, and restorative meetings as required
- Assisting with investigating behaviour issues and liaise with Heads of Year, Inclusion Support Workers, the Behaviour Officer and the Senior Leadership Team as appropriate
- Liaising with parents/carers and other stakeholders in connection with Behaviour issues
- Attending behaviour meetings with parents/carers and other stakeholders
- Support the day-to-day running of the Reset Room, in accordance with the school procedures and protocols
- Maintaining accurate records of behaviour interventions with students; tracking and monitoring impact.

3) Supporting the Pastoral System

- Working collaboratively with the pastoral team to enhance the engagement and outcomes for students
- Creating weekly, fortnightly, termly data about impact of student engagement as directed by Assistant Headteacher
- Keeping the line manager informed of any issues relating to student engagement which may need addressing
- Supporting the pastoral system by undertaking other duties (i.e. supervising the pastoral area at break and lunchtimes)
-

4) General

- Attending appropriate training

Undertaking such duties and work hours as agreed by the Headteacher and carrying out duties as may be required from time to time as detailed by the Headteacher.

Health and Safety

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

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Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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PERSON SPECIFICATION

STUDENT ENGAGEMENT OFFICER

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> At least 5 GCSEs or equivalent Level 2 qualifications at Grade C or equivalent, including Maths and English 	<ul style="list-style-type: none"> A Levels or equivalent Level 3 qualification Teaching Assistants' Award
Experience and attainments	<ul style="list-style-type: none"> Previous work positively engaging students 	<ul style="list-style-type: none"> Working within an educational setting At least one year in a role working closely with young people Some understanding or experience of working with students who have Special Educational Needs Practical knowledge of supporting young people in their learning
Skills and abilities	<ul style="list-style-type: none"> Ability to support young people with social, behaviour and learning skills Competent numeracy and literacy skills Outstanding interpersonal and communication skills, both written and verbal Excellent time management Ability to stay calm and work effectively when under pressure while maintaining a positive, professional attitude Ability to work constructively as part of a team and alone An understanding of the need for confidentiality and the implementation of professional boundaries IT literate 	<ul style="list-style-type: none"> An understanding of child protection issues and safeguarding procedures An understanding of inclusion and supporting students with differing needs Ability to use IT to support students in their learning Ability to use SIMS

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