



Job Pack

Engagement Officer



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May 2026

Dear Applicant,

I am thrilled that you are considering joining SEARCH Education Trust! We are a dynamic family of schools committed to positively transforming the lives of our students. Our philosophy is simple yet powerful: “stronger together.” By fostering collaboration and innovation, we empower both our students and staff to achieve excellence.

The Search Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our vision is to grow strong, sustainable, successful school communities which:

- **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning.
- **Empower** young people to be entrepreneurial and creative leaders of the future
- **Aspire** for young people to discover how they can be the best they can be
- **Reach** out to everyone, celebrate diversity, and leave no one behind
- **Collaborate** to develop a community of shared practice and effective partnerships for school improvement
- **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

These values form the foundation of our SEARCH vision. They define our community and create a space within the education system where schools can collaborate, grow, and flourish together.

Having been part of this incredible Trust for 15 years, I am deeply proud to now lead our group of ever-strengthening and expanding schools. I have seen firsthand the transformative power of our collective efforts and the boundless opportunities we provide for staff and students alike.

When you choose the SEARCH Education Trust, you are choosing to be part of an ambitious, supportive, and evolving community. Here, you will be valued, encouraged, and empowered to develop your unique talents. We are committed to supporting you every step of the way on your journey with us.

We are eager to welcome passionate, dedicated individuals who share our vision and values. Thank you for considering SEARCH Education Trust as your next career move. We look forward to receiving your application and to the possibility of working together to make a lasting impact.

Yours faithfully,

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust

Job description

Post:	Engagement Officer
Grade	SO1 point 23 to 25 (Actual salary - £33,696.24 - £34,596.18)
Contract:	Permanent
Hours:	36 hours per week, Monday to Friday. 40 weeks per year.
Responsible to:	Pastoral Manager

Job Purpose

Engagement Officer will be accountable for the following:

- To provide full administrative support to the SENDCO and to the HoF for the Support Faculty in EAL/LACAs needed.
- To support in delivery of external professional support in school including timetabling.
- Establish constructive relationships with parents/carers, exchanging information, facilitating support for their child's attendance, behaviour and learning.
- Reward good behaviour and challenge/take action on poor behaviour.
- Support teaching/support staff in maintaining discipline and following up incidents.
- Support the Assistant Head Inclusion and SENCO in coordinating assessments, for students with emotional and behavioural needs in accordance with the SEN Code of Practice.
- Maintain a high degree of confidentiality with regards to student issues.
- Provide a high level of support to students and staff in all matters linked to student wellbeing and behaviour
- Support Attendance to target 96%
- Coordinate the induction and integration of in Year Admissions to ensure effective plans and support are communicated
- Maintain, manage and implement the school's systems and policies concerning inclusion and behaviour – namely Values for Success
- Ensure that all school Safeguarding procedures are followed and that Child Protection concerns are passed on to the Designated Senior Lead (DSL) or the designated deputy in a timely and confidential manner
- To comply and assist with the development of policies and procedures, reporting concerns to appropriate person
- To undertake training to achieve the competencies required for the post.
- To carry out duties of the post in accordance with the Data Protection Act, the Health and Safety at Works Act and other relevant legislation as well the Governing Body policy.
- To implement the school's equal opportunities policy in all aspects of the work and duties associated with the post.
- To undertake any other duties that may reasonably be regarded as within the nature of the duties and basic objectives of the post.
- To undertake duties at break and lunchtime as directed.
- Provide administrative support to the Heads of House as directed.
- To provide administrative support for the Child Protection Officer (CPO) and designated Deputy CPO.

Key Responsibilities

- Lead on interventions for key students
- Liaise with other staff on matters of student behaviour
- Undertake “On Call” duties across the school as specified on the “On Call” rota.
- Ensure all behaviour administration is kept up to date – including the daily collation and copying of student statement
- Support within student services when required to help with administration, first aid and attendance
- Administer Rewards and Sanctions within the House System structure
- Undertake lunchtime supervision and lead exemplary behaviour at lunch and at break
- Support the administration and supervision of detentions.
- To lead within Engage to create an ethos of reflection whilst maintaining the highest expectations Update any displays where required
- Monitor the late line and assist as required
- Assist in before school duties
- Conduct home visits where appropriate
- Supervise students writing statements following behaviour incidents
- Lead in contacting parents / carers as necessary on matters related to student behaviour
- Complete restorative justice meetings (“R & R”)
 - Meet with parents at parent’s evenings to discuss academic and behaviour progress

Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust’s Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.



Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the school/Trust Equalities policies.

Date Signed:

Signature of post holder:

Name of Postholder:

Person Specification

Qualifications	Essential	Desirable
Educated to degree level or equivalent		✓
Educated to A Level Standard or equivalent	✓	
Strong passes in English and Maths Level 2	✓	
Experience	✓	
Ability to use ICT to raise achievement		✓
Provide high-quality assistance to pupils with behavioral and educational needs	✓	
Experience of delivering a mentoring service and intervention programme		✓
Ability to provide high-quality outcomes	✓	
Demonstrable experience of improving student outcomes		✓
Multi agency working		✓
Managing and implementing recording and reporting systems	✓	
Administrative experience		✓
Skills		
Personal		
Well organised	✓	
Well presented	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Attention to detail in communication and planning	✓	
Commitment to personal career development	✓	
Flexible and willing to contribute to the success of the team	✓	
Problem solving	✓	
Administrative		
Excellent communication skills and organisational skills	✓	
Relations		
Ability to work as part of a team	✓	
IT Skills		

Ability to use ICT effectively	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Safeguarding and child protection policies and procedures	✓	
Development in the National Curriculum		✓
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students/parents	✓	



Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Engagement Officer – Heartlands High School

Salary: SO1 point 23 to 25 (Actual salary - £33,696.24 - £34,596.18)

Location: Haringey

Contract type: 36 hours per week, Monday to Friday, 40 weeks per year.

Contract term: Permanent

Closing date: 9am 22/06/2026

Interview date: TBC

Heartlands High School has the opportunity to invite a colleague interested in joining our Pastoral Team.

An ambitious and inspiring professional, you believe that teaching is about transforming lives and futures. It's about ensuring that every pupil, whatever their background or level of ability, enjoys the support they need to achieve exceptional results. So, join our team – and enjoy the support you need to make that difference. Bring your talents to Heartlands High School

We can offer you

- A very positive working environment
- The support of a highly committed and professional staff team
- Exceptional professional development opportunities
- A fantastic pastoral team committed to supporting all students to reach their potential
- Collaborative colleagues, the engagement officer role sits within the pastoral team which is split into year groups. Each year group has a head of year, deputy head of year and an engagement officer. The engagement officers also work closely together with our pastoral manager.

We are driven by ambition: a clear desire to deliver results as we combine our strong ethos and culture. We're also committed to providing first-rate training and development to all our teaching staff and support staff, plus excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too. We expect the kind of exemplary behaviour that allows our teachers to do their jobs as effectively as they can.

With state-of-the-art facilities, Heartlands High School is oversubscribed and a first-choice school for parents and students in the local community. Our intake is diverse and is a real reflection of the community that we serve. Our ethos is captured in the acronym SEARCH; School Matters, Effort, Achievement, Character and High Aspirations. These values drive all we do and are core to our



success. Our aspirations for this community are high and we want our students to have access to the very best education.

If you would like to find out more about the position, we would love to talk to you.

For further information, please contact the PA to the SLT and HR Admin Bailey-Olivia Henry bailey-olivia.henry@heartlands.haringey.sch.uk

Completed application forms should be submitted online by the closing date.

Interview date: TBC

NB: Please note that CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.