



## *Commitment to others, Commitment to learning.*

**Chronicles 28:20** Be strong and courageous, and do the work.

*Do not be afraid or discouraged, for God is with you.*

### **Job Description**

Job Title	Engagement for Learning (EFL) Assistant
Grade and Salary Range	Grade 6, SCP 8-13
Hours	37 hours per week, 08 30 – 16 30, Monday to Thursday, 08 30 - 16 00 on Friday Term-time plus five inset days
Contract type	Fixed Term to August 2027
Reporting To	Assistant Headteacher, Engagement for learning
Additional Information	The successful candidate will be engaging in regulated activity, working regularly in a location where the work gives an opportunity for contact with children. An Enhanced DBS will be required.

#### **Job Purpose:**

To be a member of the student support team. To assist with the implementation of the Academy's Engagement for Learning policy, in particular its development and implementation to engage students positively, and promote appropriate behaviour.

To complete EFL walks and be a visible member of the support team throughout the day.

Work collaboratively with all staff and be a central part of the pastoral team communicating effectively and supporting students and staff.

#### **Responsible for:**

- Upholding high standards and expectations for behaviour and uniform across the school;
- Engagement for Learning walks during the school day;
- Responding to EFL alerts that have been sent from staff
- Ensure students are aware of the procedures and expectations if they have been removed from class;
- Escorting students to the Reflection room;
- Assisting with finding students who are truanting;
- Communication with parents regarding students who are failing to follow the Engagement for Learning policy;
- Supervising the Reflection room when required, ensuring students have work to complete;
- Provide feedback and encouragement to students in relation to their progress whilst in C3 referral;



- Maintain appropriate standards of behaviour and a calm and positive environment in which students can learn and which is conducive to good behaviour;
- Completing administration relating to EFL walks and the Reflection room;
- Record and report on the behaviour and progress of the students in the Reflection room and communicate in a timely way with HOYs / SLT link any further sanctions or reasonable adjustments in keeping with the engagement for learning policy;
- Support, manage and record those students who are late into school each day;
- Maintain appropriate records on Bromcom and report to the relevant staff;
- Ensure the EFL walk staff are informed of incidents;
- Communicate with parents by sending text messages regarding late arrivals, detentions, isolations etc
- Uphold the rewards and praise structure;
- Supervise and support school detentions;
- Modelling acceptable behaviour, encourage good social skills and adhere to defined standards;

**General Duties:**

- To be familiar with and adhere to all Trust and School Policies;
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety in the workplace;
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents;
- To set a good example in terms of dress, punctuality and attendance;
- To participate in the School's arrangements for appraisal, professional development and other mandatory training;
- To undertake other such duties as may be reasonably required by the line manager which are in line with the grading of the post.

*The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*

*This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the River Learning Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.*

**Person Specification:** Engagement for Learning (EFL) Assistant and Lead First Aider

	<b>Essential</b>	<b>Desirable</b>
--	------------------	------------------



Qualification	English and Maths GCSE or equivalent	First aid qualification (training will be provided if not)  Teaching Assistant, Coaching/Mentoring or similar
Experience	Working in a school or with young people	Working 1:1 with students with additional social and emotional wellbeing needs, to help them to achieve to the best of their ability
Skills	Excellent organisational and time management  Excellent interpersonal and communication with students, teachers and parents  Ability to carry out tasks without close supervision  IT literate  Make accurate judgements of situations and refer to others as necessary	
Knowledge	Discretion in the handling of potentially sensitive and confidential information  A commitment to providing a high standard of support for students  Enjoy working with students and other adults and have an enthusiastic passion for seeing students achieve and develop as young people	
Behaviour skills	To be kind and caring to ensure all students are supported  Willingness to display flexibility in working hours to best support the needs of the organisation	