



Astrea Academy Trust

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Role Profile

School Engagement
Officer

Step Out Internal
Provision

ROLE SPECIFICATION

Academy / Department	Step Out Internal Provision
Post title	School Engagement Officer
Responsible to	Head of Internal Provision
Full time Salary	£32,597 - £36,524 FTE
Pro-Rata Actual Salary	£26,962 - £30,483 per annum
Working Pattern	Full Time, Fixed Term
Pension	Local Government Pension Scheme
Working Hours	35hrs per week, Term Time Only

ROLE SUMMARY

The School Engagement Officer will provide high quality and targeted pastoral support and guidance to scholars and families accessing the Step-Out provision. The school engagement officer will promote high expectations and academic progress to facilitate successful transition to and from their academy.

KEY RESPONSIBILITIES

- ★ ★ Instigate and maintain positive relationships with scholars before and after their Step-Out placement
- ★ ★ Instigate and maintain positive relationships with families within their home
- ★ ★ Working with the Senior Leader with overall responsibility for attendance to reduce school absence levels for Step-Out scholars during and after their Step-Out placement
- ★ ★ Effective use of CPOMS online recording and monitoring system, keeping detailed, accurate CPOMS records of any safeguarding concerns and subsequent action taken
- ★ ★ Liaise with Designated Safeguarding Lead / SENDCo / Senior Leadership Team to identify those children who would benefit most from school engagement support & create appropriate action plans and continue to work with the wider team to ensure actions from VLN, TAF, CiN Meetings and CP Meetings are in place
- ★ ★ Meet and maintain contact with the families of the Step-Out scholars who have been identified for support, to gain insight into the family and provide support when required
- ★ ★ Signpost families and refer to single agency support where required
- ★ ★ Promote an open-door policy for families and be responsive to the ever-changing need, including meeting students and families for adhoc or short-term interventions
- ★ ★ Work alongside Step-Out leadership team to maintain a consistent approach to scholar engagement across Step-Out and the South Yorkshire academies
- ★ ★ Carry out scholar visits across Step-Out and the South Yorkshire academies to support transition, reintegration and to monitor progress
- ★ ★ Carry out home visits as a lone worker and complete work with families within the family home to remove barriers to education for scholars and families

- ✳️ Plan and/or implement bespoke interventions with scholars before, during and after their Step-Out placement and evaluate these
- ✳️ Be motivated and work positively, collaboratively and professionally within the Step-Out and the wider South Yorkshire academy's pastoral support teams
- ✳️ To be part of chaperoning team who supervise scholar travel to and from Step-Out
- ✳️ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- ✳️ Recognise own strengths and areas of expertise and use these to advise and support others

General:

- ✳️ All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- ✳️ Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- ✳️ All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- ✳️ All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role
- ✳️ This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
GCSE Maths and English Grade C/4 or above education or equivalent	•	
Undertaking any other appropriate training that is required to meet the needs of the role	•	
Experience		
Experience of working with complex scholars and families in the community	•	
Some experience of working in or with schools.	•	
Professional Skills		
A sense of resilience and tenacity to overcome significant barriers and non-engagement of scholars and their families	•	
A child-centered 'can do' and 'will-do' attitude.	•	
Ability to build and maintain positive working	•	

relationships with professionals and families		
A commitment to inclusion and to equality of opportunity	•	
The ability to develop and maintain positive and effective working relationships with all members of the school community	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Full driving license with business insurance.	•	
Willingness to undertake MIDAS training to drive the Step-Out minibus	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org