



# Blessed George Napier Catholic School

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## Job Description

<b>Post Title:</b>	Student Engagement Lead
<b>Grade:</b>	14
<b>Hours:</b>	37 hours per week (Term Time plus 5 Inset days)  Working pattern: 08.30 – 16.30 [including half hour unpaid break] Monday to Thursday 08.30 – 16.00 [including half hour unpaid break] Friday
<b>Line Manager:</b>	Assistant Headteacher

### Core purpose of the role

- To line manage Pastoral Support Assistant
- To lead behaviour and engagement in KS3/KS4 for the most complex vulnerable learners with purpose, intentionality and optimism so students flourish individually and collectively
- Coordinate alternative pathways identified students
- To unite KS3/KS4 in line with the school vision through assemblies, form time and day-to-day presence and support
- To ensure that students are supported and challenged by effectively implementing the Behaviour and Inclusion policy and systems used to support it
- To ensure there are strong outcomes for students
- To build strong working relationships with families and the community
- To support the pastoral programme and its messages about behaviour and the BGN Way
- To celebrate the achievements of students

### Key Responsibilities

#### Leadership Responsibilities

- To line manage Pastoral Support Assistant
- To monitor, support and review behaviour for learning and student progress, using data to intervene as appropriate for the most complex and vulnerable learners
- To develop and deliver creative assemblies supporting the school mission and ethos as directed by Assistant Headteacher
- To be the first point of contact for parents, in relation to student behaviour and barriers to learning for the most vulnerable learners

- To be an exemplary leader in dealings with staff, students, parents and outside agencies
- To ensure that members of the Senior Leadership Team are kept updated on issues relating to key stage 3 and 4 for identified vulnerable pupils
- To prepare documents for meetings for example student panel meetings, annual reviews
- Review actions/deadlines/outcomes from these meetings
- To be involved in decision making and policy development across the school
- To take a lead role regarding the delivery and evaluation of specific projects
- To manage alternative provision

### Curriculum Responsibilities

- Work closely with curriculum leaders to identify barriers to achievement; collaborate with pastoral middle leaders to guide and direct form tutors in the implementation of intervention and support strategies to overcome those barriers
- Lead and/or assist in initiatives to improve attainment and progress of students identified as underachieving and/or failing to meet targets
- Review and implement personalised curricula for vulnerable students. Provide necessary information to tutors and teachers regarding the implications of any personalised curricula
- Take responsibility for the design, research, implementation and reviewing of projects, school policies and procedures centred on attainment, attendance and behaviour

### Student Responsibilities

- To support students in their learning, and encourage positive attitudes and behaviour in and around school
- To direct and advise teachers and departments in relation to behaviour and learning of individual and groups of students with complex needs
- To support the management of the transition arrangements between key stages
- To monitor punctuality and attendance for identified students or groups of students, liaising with all colleagues and Senior Leadership Team
- Take responsibility for the design, research, implementation and reviewing of strategy, school policies and procedures centred on attainment, attendance and behaviour
- Monitor students' welfare including the creation/maintenance of Behaviour Logs and referrals to internal and external agencies
- To attend and chair meetings regarding the welfare of students e.g. Child Protection, Child in Need and Team around the Family reviews
- To chair reviews and maintain student records
- To contribute to SEND reviews
- Take a lead in managing the behaviour, taking detentions and establishing and implementing other sanctions as appropriate
- To encourage and develop parental relationships
- Be on support and available to students (and families) throughout the day
- Act as lead practitioner in matters of students' welfare and safeguarding
- Uphold standards within the school regarding uniform and equipment
- Evaluate the progress data of students and design and implement support measures to improve progress for students
- Facilitate the transfer or placement of students at other schools

- Write individual annual report on identified students, summing up academic progress and suggesting ways of implementing further improvements
- To safeguard students through level 3 training and ensuring an ongoing culture of vigilance
- To work with outside agencies and make appropriate referrals
- To provide ongoing information/reports for outside agencies on students
- To prepare reports on students, including PEPs, EHAs and to contribute to Student Panel meetings
- To facilitate student voice and leadership opportunities and ensure the students are more actively involved in school life.
- To coordinate and lead charity and community work
- To support Parents' Consultation and Information evenings

### Other Responsibilities

- To undertake duties each day ensuring appropriate levels of care
- To be a presence in the school buildings and grounds on a regular basis to ensure all students are fully engaged in lessons.
- To attend evening events involving students in the year groups
- To support students in their interests beyond the classroom

## General

### Team Working

- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the school policies and procedures relating to health and safety and equality of opportunity.
- Work co-operatively with colleagues to achieve the aims and objectives of the post and the school.
- Participate positively in the implementation of new working methods and practices as required.
- Undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.
- Maintain regular communication with all staff.

### Personal Development

- Work positively and constructively with the Line Manager to identify strengths and agree an action plan in relation to development needs; to set these out in a personal development plan, which will be reviewed regularly with the Line Manager.
- Be aware of and keep up-to-date with current national and local issues relating to education insofar that they affect the post.

### Other Specific Duties

- Be committed at all times to the safeguarding and protection of children and young people.
- Report any child protection concerns to the designated person in the school [please refer to the 'Child Protection Policy' on the staffroom noticeboard].
- During the course of undertaking their duties, all employees will be expected to promote, maintain and uphold fundamental British Values.

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- It is a requirement, in accordance with the guidance of the Catholic Education Service, that staff in Catholic Schools should “have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same”.
- Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Health & Safety

- Comply with the School’s Health & Safety Policies and undertake risk assessments, as appropriate.
- Undergo, if requested, basic First Aid training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Headteacher and others responsible for Health and Safety on all issues to do with Health, Safety and Welfare.

I agree to uphold the terms of this Job Description

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

04/03/2026