



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

School Engagement
Officer

Cottenham Village
College

ROLE SPECIFICATION

Academy / Department	Cottenham Village College
Post title	School Engagement Officer
Responsible to	Senior Leadership Team
Full time Salary	£32,597 - £36,524 per annum
Pro-Rata Actual Salary	N/A
Working Pattern	Full Time, Permanent
Working Hours	37hrs per week, 52 weeks per year

ROLE SUMMARY

The School Engagement Officer will lead on the Early Help agenda and support the Designated Safeguarding Lead, acting as the Deputy Designated Safeguarding Lead and provide crucial support to ensure the safety and wellbeing of students. They will provide high quality and targeted support and guidance to identified families within the school community with the intention to raise attendance. The School Engagement Officer will promote high expectations and raise aspirations to facilitate attendance and academic progress.

KEY DUTIES AND RESPONSIBILITIES

- ★ Working with the Designated Safeguarding Lead and SENDCo to support families requiring Early Help and manage the school's case load of families requiring this intervention.
- ★ Working with the Senior Leader with overall responsibility for attendance to reduce school absence levels for key vulnerable students.
- ★ Support the Designated Safeguarding Lead, deputising for them as required. Acting in the role of the DDSL as outlined in Keeping Children Safe in Education.
- ★ Liaise with Designated Safeguarding Lead / SENDCo / Senior Leadership Team to identify those children who would benefit most from family engagement support and create an appropriate action plan, working with the wider team to ensure actions from TAF, CIN Meetings and CP Meetings are in place.
- ★ Supporting with attendance contracts.
- ★ Leading on a caseload of several absent attendance concerns.
- ★ Support the DSL in developing and maintaining a strong culture of safeguarding across the Academy
- ★ Support the DSL to develop, implement, and supervise appropriate responses to safeguarding and child protection concerns
- ★ 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 ad hoc or short-term interventions.
- ★ Develop and maintain contact with the families/ carers and professionals to share information about the student's needs and progress and identify and secure positive family support
- ★ Refer cases to the local channel programme where there are concerns regarding radicalisation/prevent as required
- ★ Attend and participate in meetings as required, before and after the Academy day

- ★* Meet and maintain contact with the families of the vulnerable students who have been identified for support, to gain insight into the family and provide parenting strategies when required.
- ★* Contribute to and participate in internal cross-function information sharing and collaborative working practices to ensure children's needs are considered and supported holistically
- ★* Ensure effective and rapid transfer of information within and across educational establishments.
- ★* Develop and maintain contact with the families/ carers and professionals to share information about the student's needs and progress and identify and secure positive family support
- ★* Run supportive parenting groups for families or targeted groups and work with outside agencies to ensure that families have access to a range of services where there is an identified need.
- ★* Plan resources and support for the needs of families taking parent voice into consideration to help shape and plan sessions.
- ★* Liaise with appropriate outside agencies to support the identified students and families alongside a range of professionals and identified plans.
- ★* Carry out home visits as a lone worker and complete work with families within their home to remove barriers to education for families and students.
- ★* Work alongside the Designated Safeguarding Lead and wider pastoral team to maintain a consistent approach to family engagement and community liaison across the Academy.
- ★* Alongside the Lead for transition, Designated Safeguarding Lead and wider Year 7 team identify and support vulnerable year 6 students and their families moving to secondary where appropriate - this may also involve liaising with primary schools to arrange visits / individual family meetings.
- ★* Implement interventions along with outside agencies, to plan and evaluate these.
- ★* Be motivated and work positively and professionally within the pastoral support team.
- ★* Establish and maintain effective working partnerships with other agencies and individuals, to increase understanding and awareness of student needs
- ★* 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.
- ★* Contribute to and participate in internal cross-function information sharing and collaborative working practices to ensure children's needs are considered and supported holistically.
- ★* Encourage a culture of listening to children and taking account their wishes and feelings in all circumstances which concern them
- ★* Effective use of CPOMS online recording and monitoring system, keeping detailed, accurate CPOMS records of any safeguarding concerns and subsequent action taken
- ★* Quality assure the records made by all members of staff, through regular review of incidents within the CPOMS system
- ★* Recognise own strengths and areas of expertise and use these to advise and support others.
- ★* 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.
- ★* The post holder will be subject to performance objectives agreed and reviewed annually with the Designated Safeguarding Lead

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.

Other Duties

Health and Safety:

- ★* To have due regard for health and safety in the workplace.
- ★* To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy.
- ★* Co-operate with health and safety requirements.
- ★* Report all known defects.
- ★* Use, but do not misuse anything provided for your health, safety and welfare.
- ★* Do not undertake unsafe acts.
- ★* Inform the head of establishment of any 'near-misses'.
- ★* Be familiar with the emergency action plans for fire, first aid and security issues.
- ★* Undertake specific designated duties regarding emergency evacuation.
- ★* Raise health and safety and environmental issues with students.

Standards and Quality Assurance:

- ★* Support and contribute to the aims and ethos of the school as identified in the staff handbook.
- ★* Promote and model good relationships with pupils, colleagues, parents and visitors.
- ★* To maintain an effective working relationship with all members of staff.
- ★* Set a good example in terms of dress, punctuality and attendance.
- ★* Participate in any necessary training and attend staff meetings where relevant.
- ★* Participate in the school's staff appraisal process and take a lead in own professional development.
- ★* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
GCSE Maths and English Grade C/4 or above education or equivalent	•	
Level 3 DSL training (dependent on Local Authority).	•	

Undertaking any other appropriate training that is required to meet the needs of the role.	•	
Experience		
Experience of working with complex families in the community.	•	
Experience of working in or with schools.	•	
Understands safeguarding procedures and child protection responsibilities	•	
Professional Skills		
A sense of resilience and tenacity to overcome significant barriers and non-engagement of families.	•	
Handles sensitive situations with discretion and integrity	•	
A child-centered 'can do' and 'will-do' attitude.	•	
A commitment to inclusion and to equality of opportunity.	•	
Ability to build and maintain positive working relationships with professionals and families.	•	
The ability to develop and maintain positive and effective working relationships with all members of the school community.	•	
Communicates clearly and sensitively, both verbally and in writing	•	
Full driving license with business insurance.	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for people practice	•	
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, Equity and Inclusion	•	
Flexible and organised approach to work	•	
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