



Candidate Recruitment Pack

Pupil Engagement Officer UET Pathfinder Academy

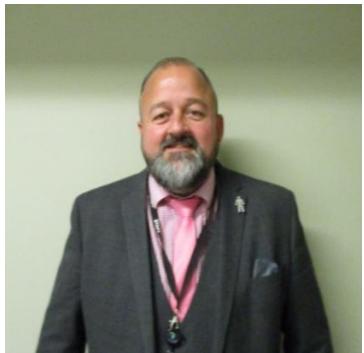
Applications considered upon receipt

www.unityeducationtrust.uk

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A welcome from the CEO

Dear Applicant,



Thank you for your interest in our vacancy at Unity Education Trust (UET).

As Chief Executive of the UET, I am delighted to offer you a warm welcome to our Trust. These are exciting times for all those associated to Unity Education Trust a Multi-Academy built on developing like-minded schools to be outstanding education providers through collaborative working that develops a 'unity of purpose' in all that we do.

UET has expanded its family of schools and education professionals. We welcome outstanding teachers, subject specialists, tutors, support staff and experienced leaders with a record of transformation in education.

All of our staff share the ethos of raising aspirations, unlocking potential and securing the best possible future for the 2700 young people attending our schools.

Our schools' range in size from 20 to 1200 students and effective collaboration across our schools is an important part of who we are, whilst maintaining individual schools' identity within their community.

I am proud that we are working in 'Unity' to meet the challenges in education head on and spearheading new developments for the benefit of all the children in our care.

We look forward to receiving your application.

Best wishes

Glyn Hambling

CEO

Our Story



UET was established in March 2017. As of 2024, its family of schools have expanded providing education for 3 - 19 year olds across mainstream and alternative provision settings and now comprises the following:

Mainstream

- Northgate High School and Dereham Sixth Form College
- Grove House Nursery and Infant School
- Kings Park Infant School
- Beeston Primary School
- Garvestone Primary School
- Great Dunham School
- Greyfriars Academy
- Highgate Infant School
- Kings Oak Academy
- Magdalen Academy
- St Germans Academy
- Wimbotsham & Stow Academy

Specialist

Pathfinder School –
Brooklands, Danby Wood, Douglas Bader,
Hooper Lane, Brooklands, Rosebery

Compass –
Belton, Lingwood, West

- UET Earthsea
- Churchill Park Academy
- The Pinetree School

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identity at the heart of their community and engaging with all partners and stakeholders and other high performing educational organisations.

We have an unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

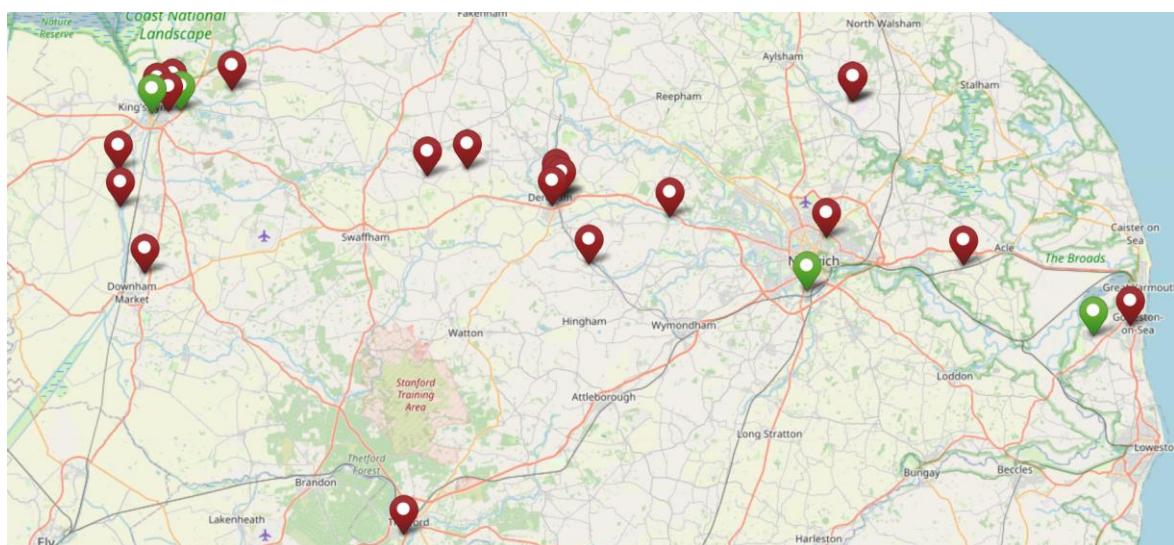
Furthermore we are committed to 'raising aspirations to fulfil potential' ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.

Our School – Pathfinder Douglas Bader

We provide a high quality education for pupils in Year Groups Reception to Year 11 (age 5 to 16) who have no mainstream school place. We have a number of sites spread across the county in order to ensure good local services for the schools and communities we serve. Across all our bases our pupils are at the centre of everything we do. We believe that every child is capable of great things and that each individual has the right to an excellent education.

The UET Pathfinder Douglas Bader Academy has a number of key functions. Primarily we provide education and support for young people who have been permanently excluded from school. The needs and profile of these young people vary tremendously but for all our pupils our role is to prepare each individual for the next step on their educational journey and to support them in making this a successful transition.

The UET Pathfinder Douglas Bader Academy is also an educational base for Children who are Missing Education. We provide education for children in Norfolk who are without a permanent school place until such time as their school place can be finalised. In this role we cater for a diverse population that includes those who are new to the county/ country as well as those with significant learning difficulties awaiting more specialist provision. In addition, we provide education and support for young people in Norfolk who are unable to attend school due to their medical needs. Again this is a wide and varied field that encompasses those with both physical and emotional ill health.



Underpinning principles



Supporting Our Staff

Unity Education Trust is committed to supporting all staff in their personal, professional and career aspirations by providing a range of development opportunities. We foster a culture which encourages you to develop your talent and strengths throughout your journey with us.

We are committed to providing the highest quality support to ensure our schools excel and give our students the education they deserve. Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and the Education Directorate.

Each Unity Education Trust school benefits from a comprehensive programme of support and challenge, including a strong emphasis on CPD and a regular programme of training events to improve performance across all sectors within our schools.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Central Service team, who are available to advise on financial planning, audit, HR, legal and property matters.



Job Description

Pupil Engagement Officer

JOB DESCRIPTION

Job Title	Pupil Engagement Officer
Location	Pathfinder Schools
Grade	E
Responsible to	Head of School, Assistant Head of School, Assistant Base Lead
Responsible for	Providing targeted engagement, behaviour, and learning support for pupils with complex behavioural, emotional and social needs.
Effective Date	February 2026

Role and Context

Job Purpose	
Context	<p>Unity Education Trust (UET) is a Multi-Academy Trust built on developing like minded schools to outstanding and beyond through collaborative working that develops a unity of purpose in all that we do.</p> <p>Pathfinder schools provide specialist education and behaviour support for pupils temporarily out of mainstream school or at risk of permanent exclusion. Working closely with LA teams, safeguarding services, alternative provision and local schools, Pathfinder delivers structured teaching, reintegration support, and targeted interventions to improve outcomes for vulnerable pupils.</p> <p>The Pathfinder provision operates across multiple sites in Norfolk (Danby Wood, Douglas Bader, Rosebery & Brooklands, Hooper Lane), supporting clusters of schools and alternative providers.</p>

Principal Accountabilities

Under the guidance of teaching and senior staff, the Pupil Engagement Officer will deliver targeted interventions, engagement strategies and structured support to help pupils re-engage with learning, improve behaviour, develop emotional regulation skills, and make progress towards individual goals.

The role includes providing specialist support to individuals and small groups, enabling access to learning and supporting positive behaviour, relationships and wellbeing across the school.

1. Pupil Engagement & Behaviour Support;

- Build positive, trusting relationships with pupils to support emotional regulation, behaviour improvement, and confidence.
- Implement behaviour management strategies consistently, including de-escalation, restorative approaches and trauma-informed practice.
- Support pupils during dysregulation, responding calmly and safely in line with training and policy.
- Contribute to behaviour and risk assessments and assist with reviewing pupils' support plans.

2. Deliver Targeted Interventions

- Plan and deliver structured engagement interventions, mentoring sessions, and agreed programmes (e.g. wellbeing, social skills, motivation, attendance coaching).
- Adjust strategies based on pupil responses and needs, providing feedback to teaching staff and senior leaders.
- Support reintegration programmes, both within Pathfinder sites and mainstream schools, helping pupils transition successfully.

3. Support Learning and Access to Curriculum

- Collaborate with teachers to prepare and adapt resources for individuals or groups.
- Support pupils' engagement in learning activities, developing independence and positive learning habits.
- Provide one-to-one or small group support in literacy, numeracy, or other curriculum areas as directed.

4. Monitoring, Recording & Reporting

- Record pupil progress, behaviour patterns, engagement levels, attendance and intervention outcomes.
- Provide timely feedback to staff, pupils and parents/carers as directed.
- Contribute evidence for reviews, assessments, reintegration meetings and multi-agency discussions.

5. Supervision & Safety

- Supervise pupils during unstructured times, ensuring safety and appropriate behaviour.
- Promote a safe, inclusive and orderly environment both in and out of the classroom.

6. Professional Collaboration

- Work in partnership with teachers, pastoral teams, parents/carers and external agencies.
- Participate in relevant meetings and contribute to multi-disciplinary planning.
- Uphold confidentiality and work professionally at all times.

7. Administrative & Classroom Support

- Prepare intervention materials, maintain records, and assist with classroom organisation.
- Support ICT-based learning activities and help pupils use digital tools safely and effectively.
- Carry out routine tasks such as photocopying, displays and resource preparation.

8. Safeguarding

- Undertake all duties with a strong regard for safeguarding and the welfare of children.
- Act immediately on concerns following school and statutory procedures.

Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

	Essential	Desirable
Qualifications	<p>Education to secondary school level.</p> <p>Good literacy and numeracy skills (GCSE Grade C/4 or equivalent).</p> <p>Understanding of child development, behaviour and emotional needs.</p>	<p>Relevant Level 3 qualification (e.g. Supporting Teaching & Learning, Youth Work, Early Years, SEMH support).</p> <p>First Aid certificate.</p> <p>Norfolk STEPs or equivalent behaviour intervention training.</p>

Experience	<p>Experience working with children or young people, ideally with behavioural, SEMH or SEND needs.</p> <p>Experience supporting learning or behaviour in an educational or youth provision.</p> <p>Ability to use ICT effectively to support recording and learning.</p>	<p>Experience working in alternative provision, pastoral support, youth work, or similar.</p> <p>Experience delivering structured interventions or mentoring.</p>
Skills/Attributes	<p>Understanding of barriers to learning and engagement.</p> <p>Basic knowledge of child protection procedures and safeguarding.</p> <p>Knowledge of behaviour strategies, restorative approaches, or engagement techniques.</p> <p>Strong communication and relationship-building skills.</p> <p>Ability to remain calm, patient and consistent in challenging situations.</p>	<p>Working knowledge of National Curriculum.</p> <p>Knowledge of trauma-informed practice or therapeutic approaches.</p>
Other Requirements	<p>Physically able to meet the demands of the role, including active support and supervision.</p> <p>Willingness to attend training and meetings as required.</p> <p>Excellent punctuality and professional conduct.</p>	

General Information

- The job descriptions detail the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.



Joining Us

LOCATION

The post will be located at UET Pathfinder Academy. The Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

PROBATIONARY PERIOD

New employees of The Unity Education Trust will be required to serve a probationary period of six months.

REMUNERATION

The current salary for the post is within the range:

Salary: £19,553 to £20,842 actual per annum (£26,403 - £28,142 FTE)

This post is Scale E. Point 7 – Point 11. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

HOURS OF WORK

The normal working week is one of 32 hours, Term Time + 1 week. This is a permanent position.

DRESS CODE

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify UET colleagues.

BENEFITS

- Comprehensive induction

- Commitment to your ongoing training and career progression
- Pension scheme
- Eye care vouchers (if criteria are met)
- Paid for enhanced DBS
- Wellbeing support
- FastTrack treatment service including physiotherapy

Terms and Conditions

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

EQUAL OPPORTUNITIES

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

DISCLOSURE AND BARRING SERVICE CHECK

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website www.unityeducationtrust.uk

Immigration, Asylum and Nationality Act Information – refer to our website
www.unityeducationtrust.uk

How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – please complete an application form if you wish to be considered for this role.

Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either children or vulnerable adults. Please be advised that references may be requested prior to interview for roles within our schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a sufficient level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve the right to interview shortlisted candidates ahead of the closing date.

Interview process

Application will be considered upon receipt.

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will include:

- Tour and Task
- Interview
- Classroom Familiarisation

If you would like an informal discussion. Please contact Sandra Hopkins, by emailing shopkins@unityeducationtrust.uk



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