

JOB DESCRIPTION

Penn Fields School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

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| Job title | Student Engagement Team Member |
| Responsible to | Student Engagement Team Lead |
| Salary Grade/Range | Grade 5 £30,024 – £33,699 Annually (FTE): Term time only, 35hrs per week, 44.85 weeks per year - Pro rata £24,429 - £27,418 (actual) |

“Where every moment is a learning opportunity and every moment matters”

Purpose of the Role:

- To ensure students have access to interventions that support better emotional self-regulation, conflict resolution and restoration so minimising interruption to learning and supporting student readiness for learning.

General Duties and Responsibilities:

- Deliver agreed interventions in consultation with the Student Engagement Team Lead and monitor their effectiveness, including swimming, 1:2:1 mentoring, and other therapeutic support.
- Maintain accurate and up-to-date records relating to student interventions, as well as the routine monitoring of vulnerable students and targeted groups.
- Support and promote positive student engagement during less structured periods of the school day (e.g., playtime and lunchtime).
- Support students with self-regulation and produce resources to aid this.
- Liaise with the Student Engagement Team Lead to develop student support plans.
- Share updates with parents and carers as directed by the Student Engagement Team Lead.
- Attend & share information at professional or parent/carer meetings alongside the Student Engagement Team Lead.
- Work alongside other colleagues to share good practice.
- Co deliver CPD sessions to staff alongside the Student Engagement Team Lead.
- Respond to unexpected student needs as they arise.
- Support restorative practice and the principles of a trauma aware environment.

Students:

- To develop a mentoring relationship with students needing support, with the aim of contributing to achieving goals and outcomes identified in student Education Health Care Plans.

- Be responsive to issues as they arise and be sufficiently knowledgeable of students and their presentation to be proactive in intervening including de-escalation strategies and positive handling techniques if necessary.

Communication:

- To liaise closely with the Safeguarding Team lead and form tutors to share information and ensure targets and plans are coordinated and joined up.

Staff Development:

- Be a qualified first aider or train as one and continue to maintain the training to carry out the role
- To undertake appropriate professional development including adhering to the principle of performance management
- To achieve any performance criteria or targets relating to the post arising from the school's appraisal arrangements.

General:

- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings
- Responsible for ensuring all items timetabled against this role are met or adequate notice is given to the Student Engagement Lead if unable to complete tasks
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure that all tasks are carried out with due regard to Health and Safety.
- Liaise and communicate effectively with other teachers and staff.
- Show loyalty to the school and adopt a professional attitude.
- Holding yourself to account for your professional conduct and practice.
- Following all systems & process' within the school
- Organise and manage own work with little or no input from others but working within the given guidelines, parameters and systems

Safe Guarding:

The jobholder must observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above Procedure and document can be obtained from the School Welfare Manager.

Special Conditions of Employment

Rehabilitation of Offenders Act 1974:

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Head teacher of this fact immediately. Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Health & Safety:

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder

Confidentiality and Data Protection:

The job holder is expected to comply with the provisions of the Data Protection Act 2018 which includes the General Data Protection Regulations (GDPR). Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 2018 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.

Equality and Diversity:

Penn Fields School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development:

Penn Fields School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility:

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

Additional Information:

Please note: This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, and will be reviewed through the appraisal process. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job, following discussion between the Head Teacher and member of staff. Any amendments will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

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| ACCEPTANCE OF THE JOB DESCRIPTION BY THE POST HOLDER | | | |
| I can confirm my acceptance of the job description as outlined above | | | |
| Name | | | |
| Signed | | Date | |