



Job Description	
JOB TITLE	Student Engagement Worker
JOB FAMILY	Pastoral
PHASE	Secondary
SALARY GRADE	Support Staff Pay Group 2 (£25,077 to £28,001 FTE)
HOURS	35 Hours, 38 weeks per year
REPORTING TO	SENCO
RESPONSIBLE FOR	Not Applicable
Job Purpose	
The Student Engagement Worker supports students to access learning, participate positively in school life and make progress academically, socially and personally. Working under the direction of teaching staff and other appropriate colleagues, the postholder will provide practical learning support to individual students and small groups, helping students to understand and engage with teacher-planned learning activities, develop confidence and independence, and overcome barriers to learning. The role will contribute to a safe, inclusive and positive learning environment by promoting high expectations for engagement, behaviour and participation and by supporting students' wellbeing and development. The postholder will work collaboratively with teachers and other colleagues, sharing relevant observations about students' engagement, progress and support needs.	
Duties and Responsibilities	
Supporting Learning • Support students to access and engage with learning activities planned and directed by the teacher • Work with individual students and small groups, explaining instructions, reinforcing learning and providing appropriate encouragement and guidance • Support students to remain focused, participate in lessons and complete learning activities	



- Adapt the delivery of support, within the parameters set by the teacher, to respond to students' differing needs, abilities and levels of understanding
- Support the development of students' literacy, numeracy and use of technology across the curriculum, where appropriate
- Prepare and organise learning resources and equipment required for lessons and other learning activities

Student Progress and Independence

- Observe students' engagement, understanding and progress and provide relevant feedback to the teacher
- Identify where a student is experiencing difficulty and provide appropriate support or seek guidance from the teacher
- Encourage students to think for themselves, develop problem-solving skills and become increasingly independent in their learning
- Reinforce learning and expectations established by the teacher without unnecessarily completing tasks for students

Engagement and Behaviour

- Build positive and professional relationships with students that support their engagement with learning and school life
- Promote positive behaviour, participation and cooperation in accordance with the Academy's behaviour expectations and procedures
- Support students to develop appropriate learning behaviours, resilience, confidence and positive relationships with others
- Provide appropriate encouragement and reassurance to students experiencing barriers to engagement, referring concerns to relevant colleagues where required

Targeted and Wider Student Support

- Support targeted interventions and structured activities for individual students and groups, as directed by appropriate staff.
- Support activities such as breakfast clubs, supervised study, library activities and other student interventions where required
- Support students during Academy activities, visits, trips, events and extracurricular activities as reasonably required

Learning Environment

- Help maintain an orderly, inclusive and purposeful learning environment
- Prepare, organise and maintain classroom resources and designated learning areas
- Support the preparation and clearing away of learning activities and resources



- Contribute to displays and other activities that support an effective learning environment

Working with colleagues

- Work collaboratively with teachers, pastoral colleagues, SEND staff and other professionals to provide consistent support for students
- Communicate relevant observations about students' learning, engagement, behaviour or wellbeing to the appropriate member of staff
- Follow agreed strategies, support arrangements and reasonable adjustments for individual students where these have been communicated to the postholder
- Attend relevant meetings, briefings, training and professional development activities as required.

Safeguarding and Student Welfare

- Maintain appropriate professional boundaries with students and model consistently high standards of professional conduct
- Be alert to changes or concerns relating to a student's welfare, behaviour or presentation and report safeguarding concerns immediately in accordance with Trust procedures
- Maintain appropriate confidentiality and handle information about students sensitively and in accordance with Trust requirements.

Administrative Support Associated with the Role

- Complete proportionate records and routine administrative tasks directly associated with supporting students and learning.
- Assist with the organisation and collation of learning resources and student information where reasonably required.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

Professional development

- Help keep own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness



- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances.” All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct.”
- You will be based at The Portsmouth Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business.
- This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use.
- Security procedures must be followed when using ICT systems.



- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- Actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining, and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents, and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.



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This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a **Student Engagement Worker** within Thinking Schools Academy Trust.

Name:.....

Signed:

Date:



Person Specification	Essential	Desirable	How Assessed
Education & Professional Qualifications			
GCSEs (or equivalent) in English and Maths at Grade C/4 or above and sufficient to effectively support secondary-age students	✓		Application
Willingness to undertake relevant training and continuing professional development	✓		Application / interview
Relevant Level 2 or Level 3 qualification in supporting teaching and learning, education, childcare, youth work or a related area		✓	Application
First Aid at Work Certificate		✓	Application
Experience			
Minimum 6 months proven experience working with children or young people in an educational, care, or support setting	✓		Application
Experience of working with challenging behaviour	✓		Application / interview
Experience of building positive and appropriate relationships with others	✓		Application / interview
Previous experience of supporting secondary-age students		✓	Application / Interview
Experience of supporting young people with SEND or additional needs		✓	Application / Interview
Knowledge			
Computer literate: Experienced in using Microsoft Office 365 Suite particularly with Word, Excel and Outlook	✓		Application
Understanding of the importance of safeguarding children and young people and the responsibility to report concerns	✓		Application / Interview
Understanding of the importance of appropriate professional boundaries when working with children and young people	✓		Application
Understanding of how adults can support students to engage with learning and develop confidence and independence	✓		Application / Interview
Awareness that students have differing learning, communication and support needs	✓		Application / Interview
Knowledge of approaches for supporting positive behaviour and engagement in a secondary-school environment		✓	Application / Interview
Awareness of SEND and reasonable adjustments that may support students to access learning		✓	Application / Interview
Personal Skills & Attributes			
Models the TSAT Values: Child First, Aspire, Challenge, Achieve	✓		Application / interview
Excellent communication and interpersonal skills, with the ability to build positive relationships with students, staff, parents, and external agencies	✓		Application / Interview / Skills Assessment
Able to explain instructions and information in an accessible way and check understanding	✓		Application / Interview
Able to adapt their approach appropriately to meet differing student needs and circumstances	✓		Application / Interview
Ability to work well as part of a team, and to build trust and openness	✓		Application / Interview / Skills Assessment
Uses appropriate professional judgement and knows when to seek advice or refer a matter to another member of staff	✓		Application / Interview / Skills Assessment
Able to support students without creating dependency, encouraging them to develop confidence and independence	✓		Application / Interview / Skills Assessment
Demonstrates a non-judgemental, approachable, and empathetic demeanour	✓		Application / Interview
Demonstrates calm, logical thinking and control during high-pressure situations or unexpected crises	✓		Application / Interview
High levels of emotional intelligence, self awareness and recognition of own feelings and knowing how to manage them	✓		Application / Interview
Demonstrates the ability to work with high levels of confidentiality and to use discretion in dealing with sensitive information	✓		Application / Interview
Responds positively to changing priorities, ambiguity, and evolving needs without losing momentum	✓		Application / Interview



Self-motivated with the ability to use own initiative & make decisions within own area of responsibility	✓		Application
Sets a good example in terms of dress, punctuality and attendance	✓		Application / Interview
Is flexible and adaptable to the demands of the role and changing circumstances	✓		Application
Possess the right to work in the UK	✓		Application
Safeguarding & Welfare of the School Community			
Knowledge, awareness, understanding & commitment to the protection and safeguarding of children & young people	✓		Application / Interview
Demonstrates appropriate attitudes towards children and young people and an understanding of the responsibility associated with working in a position of trust	✓		Application / Interview
The ability to manage colleague & student behaviour in a positive way	✓		Application / Interview
Able to recognise the importance of acting promptly when concerned about a student's safety or welfare	✓		Application / Interview
Demonstrates an awareness , understanding & commitment to equal opportunities	✓		Application / Interview