

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Pupil Engagement Officer</b>
<b>Reporting to (job title):</b>	<b>AHT - Inclusion</b>
<b>Hours of work:</b>	37 hours per week, Term Time+1 week
<b>Location:</b>	Any Trust site, majority of the time at Roseacre Primary Academy
<b>Grade:</b>	E SCP 12 - 17

### Main Purpose/Responsibility

To work with children, parents/carers and families to provide early intervention, support and guidance to improve academic and social outcomes for pupils within a phase.

To actively support and model the ethos and aims of AtC.

### Main Duties

The below duties are to be carried out at any one of the Trust sites, or at any of the schools the Trust may support.

- Assess individual children's needs and make provision to address emotional, social or physical barriers to learning.
- Identify pupils for targeted intervention
- Develop and deliver a range of interventions that meet the needs of the pupils and gather impact evidence on the outcomes.
- Actively seek and introduce interventions that assist in overcoming potential barriers to learning
- Liaise with colleagues and external agencies
- Liaise with teaching staff to assess and provide targeted support for identified children in order to raise achievement and enable them to overcome barriers to learning
- Support the development of individual action plans for targeted pupils.
- Work in a 1:1 or group situation with targeted pupils as required.
- Supervise pupils excluded from class or those following alternative timetables.
- Contribute to improving the provision for nurture, inclusion and positive mental health and wellbeing.
- Monitor the implementation of plans, analyse and report on progress achieved, support the re-integration of pupils excluded from school or following an alternative timetable.
- Support all pupils at play and lunchtimes to promote the academy's behaviour policy to ensure children have healthy, active and engaging playtimes.
- Develop and maintain effective contact and communications with families.
- Promote and develop partnerships with parents which encourages contact with a range of agencies related to those families.
- Undertake home visits to develop secure positive family engagement and to keep parents/carers informed where directed.
- Signpost families to sources of advice and guidance.
- Develop and maintain partnerships with external agencies, including Health and Social Care.
- Deliver PPA within a carousel system to Y5 and 6 with a PSHE focus.
- Deliver speech and language programmes of work provided by the NHS across the academy.
- Administer prescribed medicines and provide medical support to pupils in line with school medical policy.
- Maintain accurate pupil records and prepare written reports and evaluations.

- Conduct all activities in a professional manner at all times.
- Maintain confidentiality and adhere to safeguarding procedures.
- Ensure staff maintain the minimum standards and code of conduct expected of their role.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding commitment**

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.