



Person Specification - Pupil Engagement Officer (PEO)

	Essential / Desirable
Qualifications	
Level 3 qualification in relevant area	E
Evidence of ongoing professional development	E
Excellent communication skills	E
Full driving licence	E
Expertise / Knowledge	
Experience of carrying out procedures for assessing needs, developing action plans and supporting individual pupils	E
Ability to supervise pupils excluded from class or those following alternative timetables	E
Ability to liaise with teaching staff to assess and provide support to targeted pupils to raise achievement and enable them to overcome barriers to learning	E
Ability to identify the needs and assess those pupils requiring extra support	E
Ability to support the development of individual action plans for targeted pupils	E
Ability to work in a 1:1 relationship with targeted pupils to implement an action plan	E
Ability to address adult, family learning, parenting and social needs	D
Experience of supporting families at Child Protection, CIN, FIN and Early Help	D
Ability to undertake home visits to keep parents/carers informed, develop relationships to secure positive family support	D
Ability to 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	D
Ability to provide extra support to pupils through knowledge of a range of	D



activities and opportunities available to them	
Ability to support the development of partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning	D
Ability to maintain a caseload and attend meetings related to caseload pupils	D
Evidence of promoting and developing partnerships with parents which encourages contact with a range of agencies	D
Skills, Abilities and Attributes	
Experience of dealing with emotionally demanding situations	E
Highly developed interpersonal skills including influencing skills	E
Ability to foster teamwork with all staff to ensure constructive working relationships	E
Flexibility and a willingness to adapt to changing circumstances	E
Willingness to take direction	E
Willingness to seek support and clarification where necessary	E
Strong organisational skills and record keeping skills	E
Strong literacy, numeracy and ICT skills	E
Honesty, reliability, integrity and commitment	E
Willingness to travel as required by AtC	E
An enthusiastic and flexible approach to work	E