

JOB DESCRIPTION



POST TITLE: Engagement and Learning Coordinator

OVERALL PURPOSE OF THE POST

Under the direction of the Assistant Vice Principal, to contribute to, manage, and implement social, emotional, mental health and well-being programmes. The post-holder will work with children/young people with social, emotional and associated difficulties, and will work to ensure that our most vulnerable students/pupils have access to a mainstream curriculum

MAIN DUTIES AND RESPONSIBILITIES

Main Duties

- To line manage other members of staff working in the Engagement Hub
- To work alongside the Teaching and Inclusion Teams to develop CPD for teaching and support staff
- To coordinate inter-agency working under the direction of the SENCO
- To maintain up to date records including the writing of reports
- To make a referral, where appropriate, to a relevant Designated Safeguarding Lead for Child Protection
- To prepare written reports and attend meetings including Case Conference, and acting as a lead worker where necessary
- To work with families in the home and other settings
- To undertake risk assessments as appropriate
- To contribute to the design and delivery of specific programmes to engage students/pupils in learning
- To work with individuals and/or small groups of students/pupils
- To conduct classroom observations and report back to the SLT
- To regularly evaluate and review the impact of specific programmes
- To have oversight and responsibility to organise / timetable interventions, as appropriate

General Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with the policy
- Be aware of and support difference and ensure all students/pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / aim of the academy
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with colleagues, to support achievement and progress of students/pupils
- Take the initiative, as appropriate, to develop appropriate multi-agency approaches to supporting students/pupils
- Recognise own strengths and areas of expertise and use these to achieve and support others
- Deliver out of school learning activities within the guidelines established by the academy

- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class
- Carry out a monitoring duty each day if required
- To ensure equality of opportunity is afforded to all persons both internal and external, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour
- Understand and comply with procedures for the emergency evacuation of ACET academies

OTHER

The post holder will be expected to work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not, but as required by the academy to enable students to achieve and reach their full potential.

This is an outline job profile to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

The purpose of this job profile is to provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.