

Job Description: Student Engagement Manager

Job Purpose

Lead, develop and manage the Self-Regulation Room (SRR). Track the progress data and respond with appropriate interventions to secure high-quality outcomes for students with behavioural needs and learning difficulties. Lead, offer and develop expertise in supporting students with barriers to learning or who make poor behaviour choices.

Base: North Durham Academy

Responsible to: Head of Inclusion

Grade: NCDAT Support Staff Grade 5

Main Responsibilities

Assist in the identification of 'at risk' or vulnerable pupils and work with Inclusion team on providing appropriate interventions.

Analyse behaviour referral data to identify students requiring additional support and to monitor referrals for individual staff and departments.

Provide a high-quality environment in the SRR and ensure high expectations are always set and supervision/support is available when timetabled for students in the SRR.

Manage action planning, target setting and monitoring of progress of individual students within the SRR.

Monitor, track and intervene, as required, for behaviour referrals and instigate investigations, as required, with support from the Head of Inclusion and Deputy Headteacher.

Monitor Progress Walk data to identify vulnerable students and hot spots, and ensure support as appropriate is provided to break down barriers.

Ensure good relationships are maintained with Head of Departments, Head of Years and classroom teachers, so that academic work is provided, and this is accessible for all learners.

Provide key information and behaviour data for other staff to support within their roles.

Ensure appropriate daily communication with parents/carers by phone call, or face to face meetings to support students to ensure they make the appropriate behaviour choices. Liaise where appropriate with outside agencies to support with intervention. Keep records of all contact with parents/carers and external agencies.

Review the progress of the students, keeping accurate and appropriate records, ensuring intervention is well documented, reviewed and impact is measured.

Cover for absent staff in the other inclusion provisions within school (SRR/Bridge/Harbour).

Devise and deliver (with colleagues as appropriate) focussed and appropriate intervention programmes to support students in improving their learning, attendance and behaviour choices and programmes of personal development for the students.

Develop initiatives to support and promote improvements in behaviour, attendance and progress.

Devise and implement strategies (with colleagues as appropriate) to involve parents/carers and school staff in the establishment of strong home/school links.

Participate in transition activities and strategies for students moving from primary school and into post-16 provisions.

Manage the detention provision within in the academy, ensure parents/carers are informed of any detentions set and register the attendance at detentions. Follow up any students that do not attend a detention with an appropriate sanction in line with the academy behaviour policy.

Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

Take reasonable care of own health and safety and that of others and informing relevant staff of any concerns.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the main responsibilities of the job.

Name of Post Holder:	
Signature of Post Holder:	Date:
Signature of Line Manager:	Date

Person Specification: Student Engagement Manager

Criteria	Essential	Desirable	Method of Assessment
Qualifications and training	5 GCSEs or equivalent, including grades 9 to 4 (A* to C) in English and Maths Evidence of recent professional development	Degree Current First Aid Certificate	Application form
Experience	Sustained recent experience (at least 2 years) of working with children and young people in an education setting Evidence of making a positive impact on students and their families Experience of working with external agencies to support students and their families	Experience of successfully mentoring students in secondary education setting Experience of supporting vulnerable students Experience of leading student assemblies Experience of running 'after school' clubs and activities	Application form, Interview/Assessment, References
Professional Skills & Knowledge	Knowledge of strategies to promote Year Group ethos and inclusion Excellent written and verbal communication skills Good behaviour management skills Good IT skills Ability to respond to feedback, reflect on and develop own professional practice	Knowledge and understanding of statutory legislation regarding student attendance & exclusion Knowledge of the use of data to establish benchmarks and set targets for improvement Evidence of responsibility for allocation and monitoring of financial resources	Application form, Interview/Assessment, References

	<p>Maintains appropriate professional boundaries with students and parents</p> <p>Understands and acts on responsibility for the safeguarding and welfare of students</p>		
Personal attributes	<p>Personal resilience including ability to work effectively under pressure, on sensitive issues</p> <p>A positive role model of professional practice and conduct to others</p> <p>A high level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines</p> <p>Ability to work effectively as part of an internal team and with external agencies/services.</p> <p>Punctual and reliable</p> <p>Suitability to work with children</p>		<p>Application form,</p> <p>Interview/Assessment,</p> <p>References</p>