



# JOB DESCRIPTION

**JOB TITLE:** School Engagement Officer

**DEPARTMENT / FACULTY:** Student Services

**REPORTS TO:** Assistant Headteacher (Safeguarding & Attendance)

**SALARY:** Grade 13 FTE £25,989 - £28,142 Actual £21,685 - £23,481

**WORKING HOURS:** 37 hours per week (08:00 – 16:00 Monday to Thursday & 08:00 – 15:30 on Friday)

**WORKING WEEKS:** 38 weeks, term time only

**PAID WEEKS:** Less than 5 Years: 43,5069 weeks (including statutory holiday entitlement)

More than 5 Years: 44.0877 weeks (including statutory holiday entitlement)

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## MAIN PURPOSE OF JOB

**To ensure the safeguarding of students and make a significant contribution to their efforts to both 'enjoy and achieve'.**

To provide a specialist service to the school to ensure attendance strategies are effectively implemented and to support and encourage full engagement with onsite school provision from those whose attendance is a concern.

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## MAIN RESPONSIBILITIES AND DUTIES

### Implement strategies to improve students' attendance and punctuality

- Support the Assistant Headteacher in developing the attendance home/school liaison strategy to ensure that home visits are well planned, organised, and effective in improving attendance and minimizing persistent absence
- Manage individual programmes of 'lost learning' catch up, liaising with class teachers, tutors, the pastoral team as well as students and families to enable students to achieve their potential.
- Provide targeted individual and group interventions for students who are struggling with attendance and punctuality.
- Ensure disadvantaged students are a priority for intervention and support.
- Stay updated on legislative changes and relevant Department for Education (DfE) guidelines, actively contributing to the development, monitoring, and periodic review of the team's policies and planning.

- Establish reasons for non-attendance, make assessments and agree plans to facilitate a return to school using appropriate strategies within specified timescales.
- Promote a positive attitude towards attendance and punctuality.
- Encourage and inspire students to make positive choices regarding their learning, behaviour, and attendance expectations.
- Work closely with the pastoral team and welfare officer to ensure a high standard of safeguarding is maintained.
- Act as a Deputy Designated Safeguarding Lead, liaising with the Designated Safeguarding Lead:
- Record information accurately.

### **Contribute to the development, implementation and maintenance of attendance related systems and policies**

- Responsible for completion and submission of statutory returns, complex forms, etc.
- Ensure meeting and case notes are up to date, accurate and complete.
- Ensure parents/carers are aware of their statutory responsibilities by providing information and advice.
- Support the school's strategic attendance plan and targets with colleagues through regular liaison, providing information and supporting CPD on attendance policies, procedures and relevant issues.
- Recognise good attendance using the school's reward system

### **Communicate effectively with all stakeholders**

- Proactively meet with parents/guardians to address individual attendance and punctuality concerns, ensuring that subsequent actions are implemented and monitored accordingly.
- Conduct home visits (or visits to other relevant locations) to identify factors negatively affecting student attendance and punctuality.
- Develop good working relationships with outside agencies and stakeholders and attend case review meetings as appropriate.
- Making referrals to outside agencies as appropriate ensuring all relevant documentation is completed, accurate and provided in a timely manner.
- Monitor internal registration systems.
- Collaborate with teaching and pastoral staff to address students exhibiting a consistent pattern of absence, establish follow-up actions, and ensure their implementation.
- To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the school.
- To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.

- To attend and participate in relevant meetings as appropriate.
- You may be required to complete any other reasonable duties as directed by your Line Manager / Headteacher within the responsibilities/grade of the post.

**Other**

- To complete annual compliance training e.g. Safeguarding, Prevent, and Fire Awareness.
- To ensure all safeguarding information acquired in this role, is communicated to the appropriate member of the pastoral team in a timely manner and logged on CPOMS swiftly.
- To ensure compliance with GDPR at all times.
- To maintain confidentiality of information acquired in the course of undertaking duties for this role.
- The ability to attend excursions and residentials, which may extend beyond that of the school day.
- As this is a term-time only, student-facing role, requests for leave during term time will not normally be granted. Any such requests must be made with a minimum of two weeks’ notice and will only be considered where they do not compromise the statutory support and provision for students. Requests relating to exceptional personal circumstances will be considered separately on a case-by-case basis.

**CONTACTS AND RELATIONSHIPS**

Liases proactively and positively with students, colleagues, senior leaders, supply teachers and other stakeholders, including trustees, parents / carers, visitors, volunteers, consultants, suppliers & contractors, mail delivery companies, local schools and colleges, promoting the school in a positive light and secure the best outcomes for the students of the school.

Read and understand key documents & policies: **Child Protection & Safeguarding Policy, Keeping Children Safe in Education, Staff Code of Conduct, IT Acceptable Use Policy, and the Data Protection Policy**, ensuring that procedures are adhered to.

**Agreed that the Job Description is a fair and accurate statement of the requirements of the job:**

**Job Holder**..... **Date:**.....