



Stoke Newington School  
& Sixth Form

# **JOB PACK**

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**Head of Student Engagement**

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## Job advertisement

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### Head of Student Engagement

Grade - Scale SO2 Full time 36 hours/week (Term Time Only + 1 Week)

Salary SO2 £29,790- £30,872 pa

This is an exciting opportunity to contribute to the development of a successful and popular 11-19 inner-city comprehensive school. The School is committed to a culture rooted in high expectations for all, which cultivates a love of learning and ambition for success, together with a strong sense of belonging and civic duty. We have a strong focus on creativity in our classrooms. We believe everyone has creative capacities and know that creativity is the skill of the future. Our students past and present are strong evidence of our success. We aim that every colleague has excellent professional development which leads to every student having an outstanding education.

This is an important role for you, for our school and for some of our more vulnerable students. The successful candidate will take on the role of lead worker implementing the Behaviour Policy. The role requires a commitment to doing the best for our vulnerable young people, providing stability, structure and support for them.

We expect you to

- have strong interpersonal, teamworking skills
- be keen and able to support school behaviour protocols
- be self-motivated and able to work independently to manage a small group of young people
- be able to build good relations with staff, students and the wider school community

#### Contacting us

If you are interested in joining us, or would like to see the school, then please submit an application on [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk) or you can request for a visit. You can also visit our website <https://www.stokenewingtonschool.co.uk/jobs> and download an application pack

**The closing date for receipt of applications is Tuesday 18<sup>th</sup> June 2019.**

We are an equal opportunities employer committed to ensuring diversity in our workforce.



## Job Description

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- Position: Head of Student Engagement
- Report to the Deputy Headteacher (Pastoral)
- Scale S02 Full time, 36 hours/week (Term Time Only + 1 Week)
- Responsible for: Behaviour management, community outreach and supporting wellbeing framework in particular for disadvantaged students

The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Direct Responsibilities:**

- Support the Deputy Headteacher (Pastoral) with leading on all aspects of the management of student behaviour.
- Implement and monitor the Behaviour Policy.
- Be a mentor to students.
- Liaise with the Deputy Headteacher (Pastoral) to devise, operate, monitor and evaluate behaviour systems.
- Participate in classroom behaviour interventions and duties as required.
- Manage and administer the detention system as required.
- Co-run the one and two hour detentions and undertake duties as assigned.
- Keep parents/carers informed of their child's behaviour and build positive relationships with parents/carers.
- Strengthen the link with our community partners to support academic and social development particularly of those groups overrepresented in exclusions in order to reverse this trend.
- Maintain files and data used within the behaviour administration systems.
- Where appropriate, produce reports, documents and correspondence, including confidential material for the Senior Leadership Team for behaviour management meetings and exclusions.
- Provide support to SLT for behaviour and exclusions as appropriate.
- Liaise with staff and external bodies as appropriate.

- Oversee mental health and wellbeing interventions for students from disadvantaged backgrounds to improve access, reduce stigma and increase sense of belonging.

**The postholder will also:**

- Establish constructive relationships with parents/carers exchanging information, facilitating support for their child's attendance, behaviour and learning.
- Reward good behaviour and challenge/take action on poor behaviour.
- Provide support and training for staff on behaviour management, mental health and wellbeing and community interventions
- Support teaching and support staff in maintaining discipline, taking statements, interviewing students and following up incidents.
- Monitor students' behaviour and, with the Deputy Headteacher (Pastoral), decide on a range of appropriate interventions and support to improve behaviour.
- Decide on the best course of action for students with behavioural needs, referring to the Deputy Headteacher (Pastoral) where necessary.
- Collate all supporting material and documentation required for reintegration and exclusion meetings.

**Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Be responsible for the provision of out of school learning activities within relevant discipline e.g. clubs, extra-curricular activities within guidelines established by the school.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time
- Enhanced DBS check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with



## Person Specification

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CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND TRAINING</b>		
• Educated to degree level or equivalent.		✓
<b>KNOWLEDGE AND EXPERIENCE</b>		
• Working knowledge of relevant policies/codes of practice/legislation.		✓
• Working knowledge of national curriculum in specialist area, according to particulars of the post.		✓
• Understanding of statutory frameworks relating to teaching, according to particulars of the post.		✓
• Excellent numeracy/literacy skills.		✓
• Effective use of ICT including SIMS, Microsoft Office to support learning.	✓	
• Working with students of all abilities	✓	
• Delivering a mentoring service and intervention programme	✓	
• Setting up, running and maintaining a range of administrative systems		✓
• Managing and implementing recording and reporting systems		✓
• Multi-agency working		✓
• Developing banks of resources		✓
<b>PERSONAL QUALITIES</b>		
• Well organised	✓	
• Problem solving	✓	
• Liaising with parents/carers, external agencies, etc	✓	
• Well presented	✓	
• Ability to work using own initiative and with minimal supervision.	✓	
• Excellent interpersonal skills and be able to communicate effectively	✓	
• Ability to organise and prioritise workload and work on own initiative	✓	
• Ability to work as part of a team	✓	
• To be committed to school improvement and raising standards	✓	
• Ability to communicate effectively with staff, students, parents/carers and agencies/statutory	✓	

bodies, and maintain good working relationships		
• Displays commitment to the protection and safeguarding of children and young people.	✓	
• Ability to accurately input information on a database	✓	
• Ability to train and develop staff		✓
• Ability to work some evenings, such as Parent Evenings		✓