

JOB DESCRIPTION

Post Title:	School Access and Engagement Lead
Location:	The Satellite School
Contract:	Permanent contract, Full time
Responsible to:	The Headteacher
Responsible for:	Pupil engagement, attendance support and designated members of the engagement/intervention team (where applicable).

Purpose of the post

The School Access and Engagement Lead will play a key strategic and operational role in improving pupil engagement, attendance, emotional regulation and access to education across the school.

Main responsibilities

Attendance and Engagement

- Lead interventions to improve attendance, punctuality and engagement.
- Support pupils experiencing barriers to school attendance, including EBSA.
- Develop personalised engagement and reintegration plans.
- Monitor attendance data and identify patterns, risks and concerns.
- Work proactively with families to reduce barriers to attendance.
- Complete outreach and home visits where appropriate.
- Support pupils transitioning into, through and beyond the school.
- Monitor and evaluate the impact of interventions to improve attendance, engagement and pupil outcomes.
- Maintain accurate records and produce reports demonstrating progress against agreed targets.

Positive Behaviour Support (PBS)

- Promote relational and proactive approaches to behaviour and engagement.
- Support staff in implementing Positive Behaviour Support approaches.
- Help pupils develop emotional regulation, self-awareness and coping strategies.
- Contribute to behaviour planning and restorative approaches.
- Support the reduction of dysregulation, distress and emotionally driven behaviours.

Family and Multi-agency Working

- Build strong and positive relationships with parents and carers.
- Act as a key point of contact for vulnerable pupils and families.
- Work collaboratively with external professionals and agencies.
- Attend and contribute to professional meetings, reviews and safeguarding discussions.
- Support Team Around the Child processes and intervention planning.

Leadership and Team Supervision

- Provide direct supervision and support to members of the engagement and intervention team.
- Support the development of consistent relational practice across the school.
- Contribute to staff coaching, modelling and reflective practice.
- Support the implementation of whole-school engagement strategies.
- Contribute to school improvement priorities linked to attendance, engagement and inclusion.
- Lead the development, implementation and evaluation of the school's attendance and engagement strategy.

- Analyse attendance and engagement trends and provide reports to the Headteacher and Trust leaders.
- Contribute to policy development relating to attendance, inclusion and positive behaviour support.

General Responsibilities

- Safeguard and promote the welfare of children and young people.
- Maintain accurate records and documentation.
- Uphold confidentiality and professional standards at all times.
- Promote equality, inclusion and neurodiverse-affirming practice.
- Undertake other duties appropriate to the role as directed by senior leaders..
- Act promptly on safeguarding concerns and maintain detailed records in accordance with school and Trust procedures.
- Work closely with the Designated Safeguarding Lead to support vulnerable pupils and families.

Special conditions of employment

Rehabilitation of Offenders Act 1974

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered.
- If the jobholder is arrested, summonsed for an offence or receives a conviction a bind over order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

- The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

- The Trust and its Schools are committed to equality and value diversity. As such the Trust and its schools are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

- The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

- This applies to all the Trust's premises and those where Trust's services are provided.

The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by management that are broadly within the level of the post

Person Specification

The person specification describes the skills, knowledge and experience required to carry out the job and will also be used in the shortlisting and interview processes.

Skills/Abilities
Essential • Strong relational and restorative practice skills. • Ability to manage challenging and emotionally complex situations calmly and professionally • Able to respond to behaviour with resilience using a sensitive and positive approach • Ability to work co-operatively with multi-disciplinary professionals, governors and other agencies. • Ability to promote a positive image of the School together with high standards of education, care and behaviour. • Ability to remain calm and reflective when working in a challenging environment. • Good IT skills to support the organisation and management of own work. • Able to follow the Trust's safeguarding procedures and recognise when to report any concerns. • Proven ability to work on own initiative, be well organised, prioritise effectively and achieve results against deadlines. • Ability to work collaboratively as part of a team.
Knowledge
Essential • The responsibility of every individual for safeguarding and promoting the welfare of children. • Understanding of attendance legislation and statutory guidance. • Knowledge of safeguarding procedures and multi-agency working. Desirable • Knowledge of attendance systems and intervention strategies. • Understanding of barriers to school attendance, including EBSA.
Experience

Essential

- Experience working with autistic and/or neurodiverse pupils.
- Experience supporting pupils with barriers to attendance and engagement.
- Experience working collaboratively with families and external agencies.

Desirable

- Experience supporting pupils with EBSA.
- Experience within SEND, specialist or alternative provision settings.
- Experience of working with and supporting young people with SEND and EBSA.
- Experience completing outreach or home visits.
- Experience leading interventions or small teams.

Education & Certification**Essential**

- Relevant professional qualification (e.g. QTS, SEND, youth work, social care, counselling, education, inclusion or related field) or equivalent experience.

Desirable

- Training in Positive Behaviour Support (PBS), restorative practice or trauma-informed approaches.
- Level 4 qualification (or working towards) in PBS, SEND, safeguarding, inclusion or a related area.

Other requirements

- A professional role model who is committed to their own professional development and to developing others.
- Commitment to professional development, including working towards or currently undertaking a relevant Level 4 qualification in Positive Behaviour Support (PBS), SEND, inclusion, mental health, safeguarding, youth work or a related field.
- Committed to and able to promote the aims of the academy and the values of the Trust.