

CHILTERN WAY ACADEMY, PERSON SPECIFICATION

Section: PASTORAL	Reports to: Campus SWAM
Job Title: Engagement Worker	Grade/Salary Range: Bucks Pay Range 3 (£24,310 – £26,295) pro rata equates to approximately: £20,616 - £22,300
Working Pattern: 37 hours per week	Weeks per annum: 39

Factors	Essential	Desirable	Assessment Method
Qualifications	GCSE Maths & English (A-C Grade).	Further relevant qualifications which link directly to the role.	Application form Certificates
Training	Very good numeracy and literacy skills. Ongoing professional development within previous roles undertaken.	Mental Health Training. Evidence-based interventions.	Application form Certificates Interview
Experience	Previous experience within a pastoral role. Working with complex children / families. Working with children with additional needs. Experience of working with children who present with additional needs and / or challenging behaviours. Working in a systemic way. Ability to work as part of a team.	Knowledge of attendance protocols. Experience of working in a school. Experience working with children with autism and SEMH. Good knowledge of local services and offers.	Application form Interview
Knowledge and Skills	Personal, interpersonal, organisational, communication and administrative skills including diplomacy, and a professional approach.	Ability to work with school management information systems e.g. Sims / CPOMS.	Application Form Interview

	<p>IT literate – ability to work with all Microsoft packages, including Teams and OneDrive, and Word, Excel as well as safeguarding packages.</p> <p>Flexible, adaptable and communicates well with the whole school community and all those who interact with us.</p> <p>Excellent written and verbal communication skills.</p> <p>Self-motivated and able to complete tasks despite daily distraction.</p> <p>Good time management, ability to prioritise and meet deadlines.</p> <p>Understands GDPR.</p>	<p>Emotional resilience in working with challenging behaviours.</p>	
<p>Personal Qualities</p>	<p>Nurturing and supportive.</p> <p>To be able to offer challenge, where needed.</p> <p>Committed to equality of opportunity.</p> <p>Understands and gets on well with all types of people and able to win their trust and respect.</p> <p>Ability to work under pressure, whilst meeting deadlines.</p> <p>Accurate, pays attention to detail and meticulous record keeping.</p> <p>Ethical, fair, enthusiastic, observant, assertive and operates with integrity.</p> <p>Operates with patience and tact.</p> <p>Smart and professional in appearance.</p> <p>Methodical approach to work and the ability to prioritise.</p>	<p>Understanding of promoting positive relationships within the wider academy community.</p>	<p>Application Form</p> <p>Interview</p>

	<p>Understanding and respect for confidentiality in relation to all issues connected with the role.</p> <p>Reflective practice.</p>		
Other	<p>Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with safeguarding practices.</p> <p>Chiltern Way Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	<p>Constantly developing relationships with school stakeholders: students, staff, LA, parents & community.</p>	<p>Application Form</p> <p>Interview</p>