

## **JOB DESCRIPTION**

<b>Section:</b> Pastoral Safeguarding, Welfare & Attendance SWAM Team	<b>Reports to:</b> Campus SWAM
<b>Job Title:</b> <b>Engagement Worker</b>	<b>Grade/Salary Range:</b> Bucks Pay Range 3 (£24,310 – £26,295) Pro rata (£20,616 - £22,300)
<b>Working Pattern:</b> 37 hours per week	<b>Working Weeks per annum:</b> 39

### **PURPOSE OF JOB**

- To offer nurture and support to the students
- To be dedicated in improving the outcomes of our more vulnerable and disaffected students
- To offer evidence-based interventions to students and, where appropriate, their families on an Assess, Plan, Do, Review basis.
- To monitor daily attendance, making phone calls home where appropriate.
- To seek to support students improve their attendance when it falls below 85%.
- To support students reintegrate back into education.
- To work effectively with outside agencies, where appropriate.
- Undertake welfare checks, as appropriate.
- To offer evidence-based interventions, as appropriate.

### **MAIN DUTIES AND RESPONSIBILITIES**

- To be an advocate for the children and young people attending the school.
- To offer nurture and support.
- Offer appropriate targeted support to families and young people which enables them to engage fully in education provision and to contribute to multi agency working groups, where appropriate.
- 1:1 and small-group work.
- To ensure accurate and up to date record keeping.
- To record and respond to daily absences.
- To analyse attendance, looking for patterns of non-attendance.
- To support with early intervention when attendance drops below 85%, evidencing all steps taken and providing challenge, where needed.
- Communicate with pupils, parents and others on site, at their home or any other venue. To conduct welfare visits as needed.
- To respond to requests for data from the Academy SWAM, Campus SWAM or Head of Campus and assist in the interpretation of such data and information.
- To ensure all data stored is accurate and up to date. To ensure the utmost confidentiality with regard to such data and information.

#### MAIN DUTIES AND RESPONSIBILITIES - OTHER

- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential and sensitive information.
- To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- All staff have a responsibility to promote the safeguarding of children and young people.
- Contribute to the overall aims and targets of the Academy, appreciate and support the roles of other members of the staff team.
- Attend INSET, appropriate training and relevant meetings as required and participate in the Academy's performance management process.
- Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Academy in health and safety matters.
- To complete any reasonable requests by the Academy SWAM, Campus SWAM or Head of Campus.

***Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus, without changing their general character or the level of responsibility entailed.***

Digital Sign Job Holder:

Date: