**Job Description for Engagement Officer**

**Responsible to:** Head of Behaviour

**Responsible for:** Supervision of specified floor/zone within the Academy

**Role purpose:** ‘Owning’ an area of the Academy, taking responsibility for the movement of students within it; the cleanliness and upkeep of it; the standard of display and ensuring the climate for learning is free from disruption, enabling students to fully participate in learning.

**Working hours:**  Monday to Friday; 8.30am to 4.30pm; Term Time only

**Role Duties:**

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however substantially change the general character of the post.

* To take ownership of a specified zone maintaining a presence and sustaining an orderly, calm atmosphere in which productive learning takes place.
* To support teaching staff by utilising Behaviour Hotspot data to prevent, address and minimise disruption to lessons.
* Contribute to the teaching and learning experience of students by assisting in the withdrawal of students from lessons as required, identifying alternative short term provisions for them to prevent loss of learning time and ensuring that appropriate sanctions are levied.
* To support with student movement around the Academy ensuring smooth and punctual transitions between lessons, and preventing loitering during lesson changeovers.
* To undertake (as part of a duty rota) activities with students before, during and after school, as required.
* To maintain surveillance within specified zones of the Academy in order to prevent vandalism, or anti-social behaviour. Reporting any damage to fabric, fittings or finish to the relevant staff in a timely manner.
* To intervene in student disputes by using restorative approaches in order to promote pro social behaviours.
* Completing necessary documentation to support Academy policies in a timely manner
* To be an effective and flexible member of the Inclusion Team, contributing to the successful adherence of the Safeguarding policy
* To liaise with staff and parents according to school policy.

**General Responsibilities:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all pupils and staff have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Participate in training and other learning activities as required.
* Participate in the academies’ appraisal process.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
* Any other related duties as they may arise.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

I confirm that I have read and understood the details contained within this job description. I understand that by signing this document, I agree to the terms conditions contained within it.

Name:…………………………………………………………….

Signed:……………………………………………................

Date:………………………………………………………………