



Job description

JOB TITLE:	Engagement Support Assistant (ESA)
SALARY CODE:	Clapton Support Staff Range, Scale 5, Points 12- 17 (Pro Rata)
RESPONSIBLE TO:	Head of Year
HOURS OF WORK:	<p>This post is term time only (195 days) plus a further 5 days that will be directed by the academy.</p> <p>Core working hours* Monday- Thursday 8.15am-4pm Friday 8:15am- 3:45pm *Please read in conjunction with the final page of this document.</p> <p>These timings include a 30-minute lunch break and a normal 36 hour week. These hours may be reviewed in consultation with you.</p> <p><i>For 2025-2026 there are 189 term days so there will be a need to work another 6 days across the academic year. These hours will be directed by the academy. Please see the final page of this document for full details of this.</i></p>

POST RESPONSIBILITIES

- Build effective relationships with staff, students and parents to ensure high standards of student behaviour, attendance, punctuality and uniform.
- Support teachers and Head of Year with delivery of Collective Time, behaviour systems, assemblies, PSHCE, extra curricular options and relevant year group events.
- Contribute to individualised support plans for behaviour and attendance.
- Use specialist guidance to inform leading, monitoring and evaluating intervention sessions.
- Deliver, log and oversee 1:1 and small group academic support and mediation sessions.
- Complete relevant administrative tasks, including allocation of lockers.
- Use behaviour and attendance data to help monitor the impact of interventions and organise student rewards.
- Have responsibility for developing expertise in a specific area of behaviour and/or attendance.
- To complete Senior Staff on Duty duties during the school day.
- Liaise with external agencies and parents to ensure effective student support.
- Provide lesson cover for colleagues and attend trips and visits.
- Cover and support various behaviour duties and detentions, including break time and before and after school.
- Act as a qualified First Aider and attend relevant training.
- Participate in arrangements for preparing and supervising students for public and internal examinations.
- Support and attend parental and external service meetings as required.

Additional duties, tasks and year group specific activities will be negotiated and agreed at the time of appointment and annual review. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It 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 post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.



ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



Person specification –Engagement Support Assistant

QUALIFICATIONS

	ESSENTIAL	DESIRABLE
5+ GCSE's A*- C, including English and Maths	✓	
Degree or equivalent in relevant subject		✓
Further relevant qualification i.e. HLTA, TLA, TESL, ESOL		✓

EXPERIENCE

	ESSENTIAL	DESIRABLE
Experience of working within an educational environment or with young people	✓	
Experience of working with external agencies in an education setting		✓
Experience of delivering mentoring and/or behaviour/attendance support	✓	

KNOWLEDGE AND SKILLS

	ESSENTIAL	DESIRABLE
Excellent IT skills	✓	
Excellent communication skills	✓	
Good administrative and organisational skills	✓	
Ability to prioritise workload and work to given deadlines	✓	
Knowledge of different learning styles and needs	✓	
Ability to work as an effective team member.	✓	

PERSONAL QUALITIES AND ATTRIBUTES

	ESSENTIAL	DESIRABLE
Proven tact and diplomacy when dealing with adults and young people.	✓	
Reliable, honest and trustworthy.	✓	
Able to remain calm and cope with the unexpected.	✓	
Committed to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping.	✓	
A 'can do' attitude.	✓	
Energy, enthusiasm and commitment.	✓	
Committed to safeguarding and promoting the welfare of children and young people.	✓	



ESA Hours for 2025-2026

Contracted working hours

ESAs are contracted to work 36 hours per week (core hours) term time only plus a further 36 hours that can be used flexibly across the year.

Term time only means 195 days.

Therefore, in a 'standard' year ESAs would work:

- 190 days when students are on site
- 5 PLDs
- A further 36 hours that are flexible across the year eg attending parents' evenings, info meetings, completing home visits, etc. Anything that falls outside of the core working hours.

What does this mean in 2025-2026?

In 2025-2026 we are trialing an extended October half term. We are also breaking up one day early in the summer term to avoid breaking up on a Monday. This means that in 2025-26 there are:

- 185 days when students are on site
- 4 PLDs
- 189 calendar days in total

This means that ESAs will need to work the equivalent of a further 6 days to make up the TTO element of their contract to 195 days. 6 days is equivalent to 43.2 hours.

In addition to this, ESAs will also need to work a further 36 hours as is in their contract.

The additional hours totalling 79.2 hours would sit on top of the core working hours.

Core working hours noted on the JD using the standard 36 hours per week:

Monday	8.15am - 4pm
Tuesday	8.15am - 4pm
Wednesday	8.15am - 4pm
Thursday	8.15am - 4pm
Friday	8.15am - 3.45pm

Adjusted working hours.

The following hours would be worked across the 189 calendar days. This would be achieved by using 47.25 hours.

Monday	8.15am - 4.15pm
Tuesday	8.15am - 4.15pm
Wednesday	8.15am - 4.15pm
Thursday	8.15am - 4.15pm
Friday	8.15am - 4.00pm

This would then leave 31.95 hours.

Meetings & events that ESAs need to attend:

- Own key stage key info meeting (ending 6.30pm so 2 hours allowed for this)
- One of the Open Evenings (ending 7.30pm but later start the following day when staying so 2 hours allowed for this)
- One of either New Families Evening or Year 6 Friendship Evening (ending 7.30pm & 5pm respectively so 2 hours allowed for this.)



- Own year group Parent's Evening (ending 7.30pm so 3 hours allowed for this)
- Year team meetings (6 across the year ending at 4.15pm – will be within the 'reworked hours')

The above will use approx of 9.2 hours.

This would then leave 22.75 hours that can be worked flexibly across the year for trips (operating outside of adjusted working hours), displays, home visits, etc.