

# Grace Garden School - Catherine Grace Trust

## Job Description

Position:	Student Engagement Manager
Field of Practice:	Practical Skills & Therapeutic Education (Field 2 & Field 4)
Post Reference No:	CGT000015
Grade:	9:10
Responsible to:	Executive Principal
Location:	Grace Garden School

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### Job Purpose

To create and implement a student engagement and positive approaches strategy across Grace Garden School taking into consideration aesthetics, location and environment. The post holder will be expected to identify and deliver strategies that achieve a high level of student engagement.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated.

The post holder is to contribute to the whole life of the School and Trust, always remembering that our core purpose is to improve the education and lives of our pupils, students and adults.

You will be required to carry out your duties at the school premises, and at such other places as the Trust may reasonably require.

The post holder will be expected to travel occasionally between the Trust's sites, and to and from other places as the Trust may reasonably require.

Some evening and weekend working will be required on a regular basis.

### Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

### **Main Duties**

1. In conjunction with the Executive Principal to devise and embed effective behaviour management strategies for implementation within the student group.

2. To work collaboratively with the Executive Principal to devise and develop effective learner engagement strategies.
3. To take a proactive approach to incident management ensuring all data is accurately reported in a timely manner.
4. To lead and facilitate the debriefing process within the School staff body.
5. In conjunction with the Executive Principal to ensure that appropriate disciplinary sanctions are consistently applied within the student group and that the Behaviour, Support, Sanctions and Physical Interventions policy is regularly reviewed.
6. To record and track student disciplinary procedures and to evaluate incident data.
7. To communicate regularly with both the Executive Principal and the HEaRT Coordinator in developing PSTE throughout the curriculum.
8. To quality assure that all Teaching Assistants have a strong understanding of the 'three stage process' of PSTE in relation to the student group.
9. To ensure that all staff that you manage or supervise have the appropriate skills, training and understanding to do their role based on the students that they work with, making recommendations to the Executive Principal.
10. To liaise with relevant therapists in respect of the implementation of student behaviour management strategies.
11. To be a trainer as required, including being a MAPA trainer

### **General**

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To deliver training or development opportunities as required.

11. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

### **Staff Management and Supervision**

The Student Engagement Manager has line management and supervision responsibility for Teaching Assistants including carrying out observations, probationary reviews, induction, performance development reviews and performance and absence management. Where applicable may be required to line manage other designated staff from time to time.

### **Liaison**

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

### **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

# Person Specification / Training and Development Requirements

**Position:** Student Engagement Manager

The following are the criteria that will be used for Shortlisting

## **Experience, Skills and Knowledge:**

- Significant experience of working devising strategies to support students with challenging behaviour
- Experience of working in an education or other public sector environment
- Experience of managing and prioritising a varied workload ensuring completion of tasks within strict deadlines
- Experience of planning the delivery and Quality Assurance of an educational session
- Experience of line managing a team
- Strong interpersonal skills
- Proficient in decision making
- Able to take ideas and turn them into action plans and see through to the end
- Good eye for detail
- Full clean driving licence and use of a car

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

<b>Training or Qualification</b>	<b>Name</b>	<b>Timescales for completion</b>	<b>Length of programme</b>
Qualifications / Training	Introduction to Ruskin Mill Trust	First two weeks of commencing role	2 weeks with potential follow up
	Management of Actual and Potential Aggression Train the Trainer	At first available opportunity	4-5 days
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours