



ENGAGEMENT OFFICER

Grade: 08 (Point 12-15)

Actual Salary: £23,654 - £25,867

Contract: Permanent, Term Time Only, 37 hours maximum

Location: Either Hasland or the new Chesterfield /surrounding area site TBC

Start Date: September 2024

CANDIDATE INFORMATION PACK





What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from the Headteacher and Esteem North Academy
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline



Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The engagement officer position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

Esteem North Academy provides programmes of education to pupils identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in all Key Stages up to KS4, at multiple sites located in Chesterfield and in the High Peak.

We are looking to appoint an enthusiastic and experienced individual with excellent interpersonal and organisational skills to work at an academy site with disaffected pupils. The successful applicant will have energy, optimism, initiative, flexibility and commitment to assist with ensuring that pupils are on site, in classrooms and engaging with learning.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information and/or to arrange an academy visit please contact support@esteemnorthacademy.co.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the Esteem MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Julian Scholefield'.

Julian Scholefield
Chief Executive Officer



About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of thirteen academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.



Welcome from the Headteacher

Dear applicant,

Thank you for your interest in the role of Engagement Officer at the Esteem North Academy. I am very pleased that you are considering applying to work at our academy where we all work hard to ensure that every pupil 'achieves their full potential'.

Esteem North Academy provides programmes of education to pupils identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in all Key Stages up to KS4, at sites located in Chesterfield and in the High Peak. Our primary aged site is located at Barrow Hill, Chesterfield and we have two KS3/4 sites, one in Hasland, Chesterfield and one in the High Peak.

Pupils may be permanently excluded or at risk of permanent exclusion from mainstream and therefore require a curriculum to help them re-engage in education. We have a full blended learning offer with work experience, off site alternative vocational provisions and some peripatetic teaching in pupil's homes to meet pupil need where required. We are undergoing many developments at this time and have a new leadership team to drive the academy forwards with our curriculum offer and quality of buildings. It is an exciting time to join us!

We are rapidly expanding and increasing pupil capacity; hence we are attempting to acquire an additional site for pupils in KS3 and 4. This new site will be based in the Chesterfield or surrounding area. This post is available at either the Hasland site or the new site which is yet to be sourced. The successful candidate will begin this role at the Hasland site.

Every child deserves an education. Our primary aim is to support and re-engage young people, enabling them to think positively about their future pathway, and life after the academy, whether that be re-integration into mainstream, further education or employment. Our Vision: "Inspire, Achieve, Exceed"

Our Pupils will:

- Feel safe, valued and trusted
- Recognise and achieve their full potential
- Take responsibility for their behaviour, and make healthy lifestyle choices
- Be positive about themselves and their future
- Be tolerant of others, and of the beliefs and views of others
- Be successful learners, both independently and when working with others
- Be self-motivated and have high expectations



We will achieve this by:

- Creating a safe learning environment, free of stigma and negativity
- Celebrating the success and achievements of every member of the learning community
- Establishing nurturing and supportive relationships between staff and pupils
- Setting high expectations for behaviour and academic success
- Providing a broad, balanced and relevant curriculum that provides the skills, confidence and qualifications to access opportunities in life
- Innovating learning, to engage and inspire
- Promoting tolerance and mutual respect
- Providing opportunities for students, parents and carers to voice opinions which form part of the decision-making process
- Providing an inclusive programme of learning opportunities and experiences that promote engagement

If you are an inspiring, energetic, flexible and engaging individual with a passion for working with disaffected pupils and want to help the new site run swiftly and can contribute to a small staffing team then we may be the academy for you!

Further information about our academy can be found on the website at www.nedsc.derbyshire.sch.uk

Yours faithfully

Janine Dix

Headteacher



The advertisement

Job Title: Engagement Officer

Location: Esteem North Academy (either the Hasland site or the new site in the Chesterfield or surrounding area)

Grade/Scale: 8 (points 12-15) Actual Salary £23,654 - £25,867

Start date: September 2024

Contract: 37 hours per week, Term Time Only, permanent

We are seeking an experienced, flexible and enthusiastic Engagement Officer with excellent interpersonal skills to work as part of the team at either the Hasland site or our new site which will be in the Chesterfield or surrounding area. The role will involve ensuring that pupils engage in the routines of the site and reinforcement of our expectations. You will be responsible for meet and greet routines and ensuring that movement of pupils following the timetable is smooth and swift. You will assist where challenges exist with pupils' behaviour or social and emotional issues, and they need support out of class. The primary aim of this role is to ensure that pupils are in class and engaging in learning. This role is an 'out of class' role and you will support the pastoral team and the site leads to ensure that the site runs effectively for the pupils.

The academy provides statutory education to children who are at risk of, or have been, permanently excluded. Pupils who attend the academy have challenging and often complex needs, and exhibit behaviours that prevent them from attending a mainstream school. The role will involve supporting pupils out of lessons and at break and lunch times. This role may involve working with small groups or with pupils on a one to one basis to meet their needs out of class offer support. Classes are small with maximum pupil number of around 10. This new site will open with a new staffing team and therefore your ability to cooperate as a team player is essential. Until the new site opens, the pupils and new staff team are working on a package of education delivered from our other site at Hasland. You will be involved in the setting up and opening of the new site!

Applicants should have good knowledge and experience of working with disaffected pupils in a school or other alternative setting. An affinity for pupils with behaviour, emotional and social difficulties is an essential quality for this challenging but rewarding opportunity. Applicants should be resilient, have high expectations, and a sense of humour. You must be able to build positive relationships with our pupils and think outside of the box. You will be responsible for contributing to a small staffing team to ensure that the site runs smoothly. A growth mindset and positive ethos are essential characteristics that we are looking for.

The role will be based at one of our sites and mileage claims for any travel from this site are included in this role. There may be travel to our other academy sites for meetings, Inset and CPD. You are required to have daily access to transport with business use included on your car insurance. Business Insurance is to be in place before you begin the role. You may be required to transport pupils in your own car, carry out some home learning or safe and well visits for non- attenders to support the pastoral team.

Benefits include: LGPS Pension Scheme, Westfield Health membership, academy laptop.

For further information, please contact support@esteemnorthacademy.co.uk or visit our website <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 08 July 2024 (23:59)

Interview date: TBC

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date. Early applications preferred.



Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Engagement Officer

Esteem North Academy: Esteem Multi-Academy Trust

Post Title:	Engagement Officer
Location:	Esteem North Academy – one of the Chesterfield area sites
Purpose:	To support the site routines, meet & greet, pupil movement, welfare facilities and engagement of pupils on the site. To provide support and intervention to pupils who are disaffected and/or have behavioural, emotional, social and learning difficulties, and enable them to re engage in learning. To ensure the safeguarding and wellbeing of pupils
Reporting to:	Site Lead and the Deputy Site Lead
Responsible for:	Supporting pupil routines, engagement, behaviour and welfare
Liaising with:	Teachers, other STLAS, Parents and carers of pupils, SLT, pastoral and careers lead, phonics assistant, midday learning support assistant,
Working Time:	5 days, 37 hours per week, term time only (39 weeks)
Salary/Grade:	Grade 08 (Point 12-15) Actual Salary £23,654 - £25,867
Disclosure level	Enhanced
PRINCIPLE RESPONSIBILITIES	
To achieve the above	<p>DUTIES AND RESPONSIBILITIES - SPECIFIC</p> <ul style="list-style-type: none"> • To create a calm environment where the welfare and safety of the children comes first • To provide site routines for arrival and exit of pupil's • To ensure that routines are embedded in terms of movement of classes during the days and at break and lunchtime • To be sensitive to the issues surrounding pupils who may exhibit challenging behaviour, are disaffected, have learning difficulties and complex needs • To ensure that pupils are supported to be in class and engaging in learning • Ensure that pupils access welfare facilities following site routines and expectations • Know about pupils needs and contribute to Pupil Information Packs (PIPs) and set ILP targets for a given number of pupils • Provide supervision for pupils at break and lunchtime • Communicate with parents and other professionals • Diffuse and divert obstructive behaviour and assist all staff in maintaining agreed acceptable standards of pupil behaviour • To assist in Assessment, Recording and Reporting procedures as required by the site lead

- Amendment to pupils risk assessments and behaviour reporting
- Transporting of pupils home if required
- Liaison with parents and other agencies
- To ensure safekeeping of all resources and equipment
- To work as a flexible, collaborative team member with and under the guidance of a variety of staff which may include travelling and working at other sites within the academy cluster if required
- Contribute to the production of site displays
- Reporting of site defects or damage
- Undertake all associated paperwork and admin for the role.
- Attend and participate in meetings sharing best practice to support others.
- Undertake other duties identified by the Headteacher or site lead within the general description and responsibilities of the post.

DUTIES AND RESPONSIBILITIES - GENERAL

- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- Use information technology and associated systems in accordance with academy policies
- Comply with relevant health and safety legislation, policies and procedures in the performance of the duties of the post
- Carry out the duties and responsibilities of the post in compliance with the Trust's equal opportunities and environment policies
- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of the responsibilities of the post.

Other Generic Responsibilities:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- Ensure pupil and staff safety and safeguarding at all times
- To be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Engagement Officer Esteem North Academy, Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • GCSE (or equivalent) Maths and English • Recent inset experience • Of working with pupils who exhibit challenging behaviour and are disaffected. • Successful experience of managing challenging pupils • Driving licence, transport and business insurance
Desirable	<ul style="list-style-type: none"> • Of an off-site/small educational setting. • Of an alternative educational setting other than mainstream • Of contributing to a small team
KNOWLEDGE AND ABILITIES	
Essential	<ul style="list-style-type: none"> • Of safeguarding and child protection policies and procedures • A wide variety of behaviour management strategies and techniques • Of confidentiality/data protection issues • Excellent use of ICT (ie word processing, recording, e-mail and internet capabilities) • Of how to contribute to the provision of a safe and supportive environment • Ability to diffuse and divert obstructive behaviour and assist all staff in maintaining agreed acceptable standards of pupil behaviour • The ability to apply and maintain firm & consistent boundaries with pupils • Proven experience to de-escalate volatile situations. The ability to deal effectively with volatile visitors to the academy and deal with them in a firm, calm and effective manner • A good team worker who can work in a collaborative manner under the direction of senior staff • Willing to engage in any professional development activities which will aid the effective completion of tasks required by the post. • Promote and reinforce pupils' self-esteem, independence and participation within the educational setting • Ability to be creative and think outside of the box with innovative ideas • Excellent verbal and written communication skills and a good standard of numeracy. • Ability to work flexibly. • Equal opportunities - Knowledge of policy as it relates to the performance of duties • Of the complex difficulties facing pupils in their learning situations and an ability to quickly adapt to meet pupils needs • Of basic Health and Safety issues • Ability to be a rapid problem solver
Desirable	<ul style="list-style-type: none"> • Knowledge of the ILP target setting process • Ability to assist in Assessment, Recording and Reporting procedures as required by Teachers and the Site Lead. • Knowledge of anger management or counselling techniques that can be used to support pupils • Of producing risk assessments for pupils



Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the pupils as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.



Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

Your skills and experience will be matched against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to interview and assessment must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: 08 July 2024 (23:59)

Interview date: TBC

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date

For further information please contact the Headteacher's admin team support@esteemnorthacademy.co.uk or visit the Esteem website at <https://www.esteemmat.co.uk/vacancies>. Please contact the Headteacher's admin to discuss your experience before arranging any site visits. Use the relevant application form on the Esteem MAT website; CVs alone will not be accepted. We strongly advise that you visit us before applying.