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| **Job Title:** Student Engagement Coordinator  **Reporting to:** Behaviour and Engagement Manager  **Base**: Broomfield Hall |
| **Hours:**37 hours per week, 52 weeks a year  **Contract Type:** Support – Fixed – **Maternity cover till May 2026**  **Holidays:** 20 days per year subject to service increases (5 days increase after 5 years); plus 6 College closure days per year where applicable and 8 statutory days  **Salary:** £29,236 per annum |
| **Job Purpose**  The Student Engagement Coordinator will play a pivotal role in supporting students to overcome barriers to engagement, with a focus on improving behaviour, attendance, and re-engagement. The postholder will work collaboratively with staff, students, and external agencies to create an inclusive, supportive, and proactive environment that fosters personal development, wellbeing, and academic success. |
| **Key Responsibilities**  1. **Behaviour Management and Support:**   * Provide direct support to students exhibiting challenging behaviours, promoting positive behavioural change and self-regulation. * Work closely with teaching staff to implement strategies that encourage classroom engagement and minimise disruption. * Deliver restorative practice sessions to resolve conflicts and improve relationships among students and staff. * Monitor and evaluate the effectiveness of behavioural interventions and provide regular updates to relevant teams.   2. **Re-engagement Strategies:**   * Identify and support students at risk of disengagement, creating tailored re-engagement plans. * Act as a point of contact for students returning after periods of absence or exclusion, helping them reintegrate into the learning environment. * Develop and deliver workshops or group sessions on topics such as resilience, emotional regulation, and conflict resolution.   3. **Partnership and Collaboration:**   * Work collaboratively with Pastoral Coaches, and other student support services to ensure a joined-up approach to behaviour and re-engagement. * Liaise with parents, carers, and external agencies to provide holistic support for students with behavioural challenges. * Participate in safeguarding and wellbeing meetings, ensuring the safety and wellbeingof all students.   4. **Promoting a Positive Student Experience:**   * Encourage participation in enrichment activities to build student confidence, social skills, and a sense of belonging. * Support student-led initiatives that promote inclusion, respect, and peer-to-peer support. * Actively contribute to the college’s behaviour and mental health strategies, embedding good practice across the institution.   5. **Data and Reporting:**   * Maintain accurate records of interventions, attendance, and behavioural incidents, ensuring confidentiality and compliance with data protection policies. * Use data to identify trends, evaluate progress, and inform decision-making. * Contribute to reports and presentations for leadership teams on engagement and behaviour outcomes * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. |
| **Person Specification** |
| **Competencies**  **Essential**  •Strong interpersonal and communication skills, with the ability to build positive relationships with students, staff, and external stakeholders.  •A compassionate and empathetic approach, with a commitment to promoting inclusivity and student wellbeing.  •Knowledge of behaviour management techniques, restorative practices, and strategies to support students with SEND or mental health needs.  •Excellent organisational and problem-solving skills, with the ability to manage multiple priorities effectively.  •Ability to work both independently and as part of a team in a dynamic and fast-paced environment. |
| **Knowledge & Experience**  **Essential**  •Supporting students with distressed behaviours  •Knowledge of safeguarding, child protection, and legislation.  •Experience working in education, youth work, or a related field.  •Knowledge of strategies to improve attendance, behaviour, and retention.  •Knowledge of safeguarding and equality and diversity practices.  **Desirable**  •A working knowledge of learning in the workplace and qualification. |
| **Qualifications**  **Essential**  •Level 2 English & Maths  •IT qualification Level 2  •Coaching and Mentoring Level 3 (or willing to work towards)  **Desirable:**  **•**Understanding challenging behaviours Level 2 (or willing to work towards) |