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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.
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| **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) |