



Re-engagement Unit Officer

Dates:	Apply by Wednesday 16 th May 2018 for start in September 2018
Salary:	Single Status 9
Location:	East Sussex
Contract type:	Full time 37 hours a week 52 weeks a year (negotiable)
Contract term:	Initially temporary for one year

Chailey is a small, thriving, successful school set in rural Sussex within easy reach of Brighton. We are proud of our traditional values and innovative approaches to Teaching and Learning. Staff are friendly, dedicated and supportive; our students are happy and proud to be part of the school. Chailey is a school where teachers and students can thrive. We are seeking a talented, innovative colleague who would be keen to work with motivated and responsive young people. Visitors to Chailey School often comment on the calm teaching environment and fantastic relationships between students and teachers.

We had our last Ofsted visit in January 2017 and we are very pleased with the feedback that we received. The Ofsted report contained comments such as:

- 'an established culture and ethos of the school, which is enhanced by the strong relationships between staff and pupils'
- 'pupils make good, and sometimes better, progress'
- 'pupils appreciate what staff do for them and, therefore, their conduct is typically exemplary, both in lessons and around the school'

We believe that this is a very strong foundation from which to aspire to excellence in everything we do.

This is an important post for the school. We all know that some students find learning in a school setting hard. The successful post-holder will be influential in creating a culture where dis-engaged students are able to flourish in a smaller setting, spending some or all of their time in the unit while we re-engage them back into the school environment or find alternative curriculum pathways. If you would like to be part of this exciting development and have a strong desire to help students of all abilities to achieve the best they can then we would be very pleased to hear from you.

If you are interested in applying for this role please complete the support staff application form available on our website. Completed applications should be sent to Amanda Hilton, PA to the Head Teacher, at the school address shown or email: ahilton@chaileyschool.org.

We would be very pleased to show any potential candidates around the school and to discuss the position further. Please contact us to arrange a suitable time.

Closing date: Wednesday 16th May 2018

Chailey School
Mill Lane, South Chailey
Lewes, East Sussex
BN8 4PU
Tel: 01273 890407

Head Teacher: Mrs Helen Key

East Sussex County Council is committed to equality of opportunity. We positively welcome applications from all sections of the community. This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a Disclosure & Barring Service (DBS) clearance for this authority.



JOB DESCRIPTION

School:	Chailey School
Post:	Re-engagement Unit Officer
Grade:	Single Status 9
Working Hours:	Full time 37 hours a week 52 weeks a year – initial one year contract
Responsible to:	Assistant Head Teacher – School Ethos
Liaising with:	Head Teacher & all teaching & support staff as required

Key Responsibility

To be responsible for the organisation and running of the Re-engagement Unit.

Specific Duties

1. To organise the daily routines of the Unit opening hours between 8.30am and 4.30pm
2. To be responsible for the budget for teaching and learning resources with the Unit
3. To maintain the expectations set by the school
4. To admit students into the Unit & personalise their schedule
5. To manage, co-ordinate and supervise the workload of Teaching Assistants who provide support in the Unit
6. To discharge students from the Unit & monitor their re-integration back into mainstream lessons
7. To maintain accurate records on students admitted in to the Unit (Attendance, punctuality, behaviour, uniform, academic standards)
8. To ensure students have planned work to complete
9. To supervise the students throughout the day
10. To accompany the students to lunch at a designated time separate from the main school if necessary
11. To support the staff involved in teaching students in the Unit
12. To support the students in their learning, as required by subject staff
13. To support the students in developing social and organisational skills both in and out of the classroom
14. To mark routine classwork & homework tasks as directed
15. To provide regular feedback on students' learning and behaviour to the Assistant Head teacher, Heads of Department & class teachers
16. To communicate regularly with parents/carers
 - i) keeping in contact with students/parents/staff
 - ii) building positive relationships
 - iii) offering subject support
 - iv) managing controlled assessments & coursework catch up
 - v) liaising with careers adviser to meet work experience requirements
17. To attend school meetings as required
18. To know and apply all school policies
19. To maintain confidentiality at all times
20. To co-ordinate, support & monitor the progress of students
21. To undertake any such reasonable duties as requested by SLT

Other expectations

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To actively promote the school's corporate policies
- To continue personal development & training as agreed
- To engage actively in the appraisal process



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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Employees are expected to adhere to the school dress code presenting a professional image to students, parents, governors and the wider community

The school 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

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.

Safeguarding Children

The authority and school are committed to safeguarding and promoting the welfare of all children and young people and expect all staff and volunteers to share this commitment. It will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendment) Order 1986. Applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of employment being taken up, any failure to disclose such convictions will result in a dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not exclude you from consideration for this post. Successful applicants will need to undertake enhanced DBS checks before commencement of employment.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- *Motivation to work with young people*
- *Ability to form and maintain appropriate relationships and personal boundaries with young people*

I hereby accept the terms and conditions detailed in this job description:

Signed: _____

Name (please print): _____

Date: _____

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PERSON SPECIFICATION

Post: Re-engagement Unit Officer

Requirements	Essential	Desirable	How tested
Education/ Training & Qualifications	<ul style="list-style-type: none"> • Education of an appropriate professional qualification • GCSE English Grade C or above • GCSE Mathematics Grade C or above 	<ul style="list-style-type: none"> • Proven experience in liaison and negotiation and working with other agencies • Evidence of further relevant learning such as courses completed • Higher academic qualifications 	<ul style="list-style-type: none"> • Application form
Key Skills and Abilities	<ul style="list-style-type: none"> • Proven ability to work in partnership with agency teams • Proven ability to direct and manage own workload and to function as an effective member of a team • Confident in working with others and excellent interpersonal skills • Understanding of the educational environment and key national and local policies associated with inclusion • Understanding the challenge involved in the re-engagement of challenging, disaffected students • Ability to produce written documents to a high standard • Computer literate with good IT skills 	<ul style="list-style-type: none"> • Previous work experience • Proven ability to influence and motivate • Monitoring and evaluation skills Experience of working in secondary schools • Evidence of use of innovative approach to working with schools, children and young people, parents, community and multi-agency professionals 	<ul style="list-style-type: none"> • Application form and interview
Experience	<ul style="list-style-type: none"> • Experience of supporting, developing, leading and monitoring the work of colleagues 	<ul style="list-style-type: none"> • Experience of working with the teaching & support staff • Experience of target setting • Experience of data collection 	<ul style="list-style-type: none"> • Application form and interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to work under own initiative, acting with confidence to prioritise work effectively to meet deadlines • Commitment to working as a positive and constructive team member • Ability to remain motivated and motivate and enthuse others in challenging situations • Adaptable and resourceful with a willingness to work flexibly • Ability to remain calm under pressure • Ability to work with tact and diplomacy, to liaise and negotiate • Ability to work in a sensitive but assertive manner 	<ul style="list-style-type: none"> • Proven ability to influence and motivate other 	<ul style="list-style-type: none"> • Application form, interview and references
Other	<ul style="list-style-type: none"> • Able to work flexible hours subject to the requirements of the post and student needs 		<ul style="list-style-type: none"> • Interview