

Casterton College Rutland

Re-engagement Officer

Reports to: Re-engagement Lead/Assistant Principal (Behaviour & Attendance)

Location: Student Services

Salary: LGPS Scale 4 Point11 £24308 / year

Hours: 37 hours per week - term time only (38 weeks)



Thank you for your interest in joining Casterton College Rutland.

Casterton puts the well-being of its staff at the heart of everything but not in a superficial, corporate, or tokenistic way. For example, we don't observe lessons (except for ECTs (Early Career Teachers)) and we do not grade them either. We don't have mock Ofsted's or subject focus weeks, and we prefer a feedback policy to a marking policy. In other words, staff are trusted rather than micro-managed. Perhaps that is why we recruit so well and retain our staff-because they are treated and respected as professionals.

We are a single academy trust so there are no CEO or distant trust board and no corporate policy to adhere to. Instead, we are a local school serving the local community of Stamford and Rutland. People are often surprised to find our intake is in line with the national average on KS2 prior attainment or EHCPs (education, health, and care plans) because our progress 8 scores are so good, but that's down to our ethos and approach. We are proud to be comprehensive, and our ethos is 'ability is not fixed,' because we believe that in the right circumstances every child can do remarkable things. The challenge for us is to create the right circumstances. You may notice this is not your usual glossy, branded, corporate, application pack. That is because we aren't doing any of those things. We just do ordinary things very well, and by trusting our staff, as well as our students, they do wonderful things in return.

Unsurprisingly, although we occupy old buildings that are not exactly state-of-the-art, we have grown by 40% in the last six years and won a host of awards, including being in the top three for Secondary School of the Year 2021. That is not to say, Covid was easy for us because it most certainly was not, and we currently have our fair share of young people with trauma and mental health problems. However, we create a culture of Care, Kindness and Communication that works for most of them and, together, as colleagues, we support one another.

Casterton is a school with a heart and a soul, and I think that counts for a lot.

Carl Smith
Principal



Purpose of the Role

To support the school's pastoral, behaviour and inclusion strategies by working directly with students who require additional support to engage successfully with school life.

The Re-engagement Officer will help students overcome barriers to learning, maintain high standards of behaviour and conduct, and support young people to become successful, responsible members of the school community. The role involves working closely with students, parents, school staff and external agencies to ensure that students receive both appropriate challenge and effective support

Key Responsibilities

Student Support and Re-engagement

Support students experiencing social, emotional, behavioural or attendance difficulties.

Build positive and professional relationships with students based on trust, consistency and mutual respect.

Work with individual students to identify barriers to engagement and develop strategies to promote success.

Support students returning from suspension, periods of absence or other interventions to successfully re-engage with school.

Provide mentoring, coaching and restorative conversations as appropriate.

Help students reflect on their behaviour and make positive choices moving forward.

Re-engagement Provision

Supervise and manage the school's re-engagement room when required.

Ensure students complete work set by teaching staff and remain focused throughout the day.

Deliver reflective and restorative interventions that support behaviour improvement.

Maintain high expectations for conduct whilst providing encouragement and support.

Monitor students' progress during re-engagement placements and contribute to planning for successful reintegration.

Behaviour and Pastoral Support

Maintain a visible presence around the school site before school, during breaktimes, lunchtimes and at key transition points.

Respond to incidents of poor behaviour and support staff in maintaining a calm and orderly environment.

Assist with investigating behavioural incidents and gathering information when required.

Contribute to the delivery of behaviour, attendance and inclusion strategies.

Support students in crisis or experiencing emotional distress.

Safeguarding and Inclusion

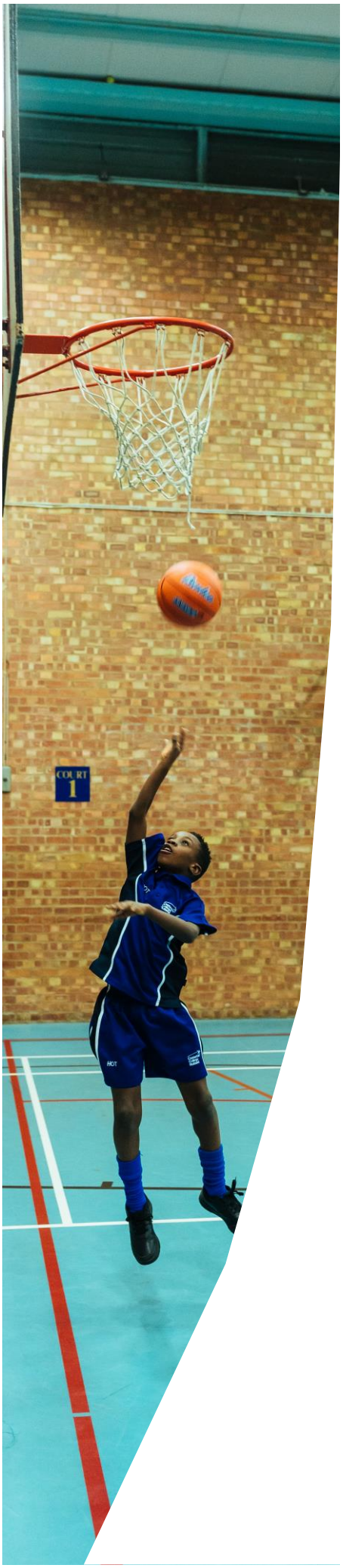
Promote the welfare and wellbeing of all students.

Recognise and report safeguarding concerns in line with school policies and procedures.

Work closely with safeguarding, SEND and pastoral staff to ensure effective support is in place for vulnerable students.

Contribute to the school's commitment to inclusion and ensuring all students feel safe, valued and supported.

Support anti-bullying and wellbeing initiatives across the school.



Working with Families and External Agencies

Develop and maintain positive working relationships with parents and carers.
Attend meetings with parents, external agencies and local authority representatives as required.
Support communication between home and school to improve student outcomes.
Contribute to multi-agency planning and intervention for individual students.

Record Keeping and Administration

Maintain accurate records of interventions, meetings and student support plans.
Produce reports and documentation as required.
Ensure records are maintained in accordance with safeguarding and data protection requirements.
Complete administrative tasks associated with the role in a timely and professional manner.

General

Uphold and promote the values, ethos and policies of the school.
Participate in training and professional development activities.
Undertake any other duties appropriate to the grade of the post and commensurate with the responsibilities of the role.

Person Specification

Essential

Experience of working with young people.
Ability to build positive relationships and establish credibility with students.
Ability to remain calm and professional when dealing with challenging behaviour.
Strong communication and interpersonal skills.
Excellent organisational and record-keeping skills.
Ability to work effectively as part of a team.
Commitment to safeguarding and promoting the welfare of young people.
Resilience, reliability and emotional intelligence.
Good standard of literacy and numeracy.

Desirable

Experience of working in a school, alternative provision, youth work or similar setting.
Knowledge of behaviour management and restorative approaches.
Understanding of safeguarding processes and procedures.
Experience of working with students with SEND, SEMH or attendance difficulties.
Mental health, counselling, youth work or safeguarding qualifications.
Experience of working with parents and external agencies.

What Success Looks Like

The successful Re-engagement Officer will:
Build strong and productive relationships with students and families.
Help students successfully return to learning following behavioural incidents.
Support a calm, safe and orderly school environment.
Make a positive contribution to student wellbeing, behaviour and attendance.
Be a trusted member of the pastoral team who embodies the school's values and culture



Student Welfare

Follow behaviour protocols as set out by the school

Report all incidents of bullying and other forms of harassment and follow school procedures in all cases.

Read, understand and apply the procedures in the school's Child Protection policy and report all concerns immediately to the named officer for child protection

Ensure that the health and safety of students, both in and around school is always paramount and school protocols are followed in full.

Professional

The capacity to work effectively and efficiently. The successful candidate will share the college's vision and belief that all ability is not fixed. Other necessary qualities include professionalism, discretion, efficacy, the ability to work on your own initiative as well as part of a team, and a willingness to contribute to the wider life of Casterton College, Rutland. Maintain the highest standards of professional appearance, integrity and honesty

Dress at work in accordance with the staff dress code

Act as a role model to young people and other staff, including online

Behave professionally and respectfully towards other members of staff and contribute towards a focused, respectful and professional working culture

Ensure that all work carried out in preparation for an exam or on behalf of an examination board is done so in accordance with the rules for that exam

Attend meetings and training as required

Undertake any other duties or responsibilities as required by the Principal. This job description is not intended to be an absolute definition of responsibilities and duties as others may arise in this post.

Benefits

Local Government Pension Scheme
Discounted rates at our onsite Casterton Nursery
Free tea and coffee Free parking

How to apply

Only applications submitted on the College application form will be considered (available on our website www.castertoncollege.com) along with a letter of application (no more than 2 sides of A4) and emailed to: Stephanie Shelton *on bells@castertoncollege.com*

CCR is an equal opportunities employer committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. As part of our safer recruitment practices, all appointments are subject to satisfactory pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check, verification of identity, qualifications, right to work in the UK, and references.

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