



Your Academy...Your Future

Post Title	Transition Engagement Officer
Purpose	To support and assist students with their journey from primary to secondary education. Specifically, to contribute to raising standards of students' attendance and behaviour, in line with the Academy's policies and procedures and increase both students and parents/carers engagement in education.
Responsible to	Junior Assistant Vice Principal
Responsible for	<p>Analysis of individual's attendance data to establish patterns.</p> <p>Create individual student profiles to establish a holistic view of students and parents.</p> <p>Meet with students and parents to address attendance issues and promote engagement.</p> <p>Work alongside our team of staff to plan and promote a range of events to engage students and parents/carers.</p> <p>Liaise with relevant feeder primary schools.</p> <p>Attend relevant events and parent's evenings.</p>
School Type	The Academy is a publicly funded independent secondary school for students aged 11 to 16.
Contract Type	<p>Full Time</p> <p>This role is funded for 3 years</p> <p>Term Time Only</p>
Grade	<p>Scale 5, Point 12-17</p> <p><i>(Term Time Only equivalent £23,730 – £25,742)</i></p>
Disclosure Level	Enhanced.
Expectations	<p><u>There is an expectation that all adults who work at Castle View Enterprise Academy will:</u></p> <ul style="list-style-type: none"> • Create opportunities to support the Academy vision. • Have respect and care for students, parents and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress.

Duties & Responsibilities	<ul style="list-style-type: none"> • To identify disadvantaged students from our feeder primary schools who have the potential to fall below the 95% attendance threshold. • To analyse individual student attendance and behaviour reports to establish patterns. • To work with parents/carers and other agencies in improving their child's attendance and behaviour record and coordinating parental support where appropriate. • To exchange information and determine appropriate levels of intervention e.g. Early Help, external agencies etc. • To work on initiatives which raise the awareness of parents/carers and the community on the importance of school attendance and engagement. • To meet with primary school staff, students and parents/carers to establish any barriers to education. • To create individual pupil passports which provide a holistic view of the child. • To regularly review and share pupil passports with SLT link throughout the process and key staff when these students move into secondary education. • To work alongside our team to plan and promote transition events. • To work alongside our team to plan parent engagement events. • To work alongside our attendance officer and pastoral staff and be the key contact for our target group of disadvantaged students when students join CVEA. • To establish reasons for non-attendance and agree a plan of support using appropriate strategies within specified timescales. • To acquire and maintain a working knowledge of the statutory framework relating to school attendance and behaviour, in order to be able to offer informed advice to parents, school staff, governors and others. • To be fully aware of and carry out all work in line with Child Protection procedures. • To attend CPD to enhance knowledge.
General Requirements	<ul style="list-style-type: none"> • Attending and participating in training and development activities as required. • Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies. • Being an effective role model for the standards of behaviour expected of students. • Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.
Professional Values & Practises	<ul style="list-style-type: none"> • Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement. • Treating students consistently with respect and consideration and being concerned with their development as learners.

	<ul style="list-style-type: none"> • In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment. • Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues. • Reflecting upon and seeking to improve personal practice. • Working within school's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school. • Recognising equal opportunities issues as they arise in the schools and responding effectively, following school's policies and procedures. • Building and maintaining successful relationships with students, parents/carers and staff.
Specific Duties	<ul style="list-style-type: none"> • To undertake home and primary school visits when required. • Carry out lunch, break and before/after school supervision if required. • To act as a mentor for small groups of disadvantaged students who are disengaged with education. • To identify intervention programmes for disadvantaged students who are disengaged with education. • To work with and support students.
Additional Duties	<ul style="list-style-type: none"> • Carry out other reasonable tasks from time to time as directed by the Principal.

Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.

Person Specification

You should be able to demonstrate that you meet the following essential criteria.	E = Essential D = Desirable
Qualifications	
A valid First Aid Certificate.	D
Good numeracy/literacy skills.	E
5 GCSE's or equivalent, including English and Maths.	E
Evidence of relevant training.	D
Experience	
Experience of working in a school environment.	D
Skills, Knowledge and Aptitude	
An ability to relate well with children and adults.	E
An ability to work independently with individual children and small groups of children.	E
An ability to use initiative when required.	E
An ability to work as a member of a team.	E
A willingness to work co-operatively with a wide range of professionals.	E
Good communications skills, both written and verbal.	E
Use ICT effectively.	E
An ability to work within the LA and the Academy's policies and procedures.	D
A working knowledge of foundation national curriculum key stages and government strategies.	D
Personal Requirements	
Sensitive to the needs of children and their parents/carers.	E
An ability to work as part of a team.	E
A calm and positive approach.	E
Committed to professional development.	E
Hold a valid UK driving licence.	E