



Raleigh

EDUCATIONAL TRUST

**ADMISSIONS
AND
ENGAGEMENT
OFFICER**

CANDIDATE INFORMATION

Post: Admissions and Engagement Officer

Salary: Grade F Point 20: £24,399 actual term time only (£28,371 FTE)

Contract: 1 year

Hours: Term time only, 37 hours per week (FTE)

It is the Local Authority’s (LA’s) statutory duties to provide alternative education for permanently excluded pupils of compulsory school age, or for pupils who are unable to access a school place as a result of permanent exclusion or poor behaviour. We are excited to share that the Raleigh Education Trust has been commissioned by Nottingham City Council to offer additional support for pupils and families across the city, following from their permanent exclusion and prior to the pupil being placed on roll at Denewood/Unity Academy.

The aim of this role is to monitor the welfare of the pupils, build relationships and promote engagement with the admission process to ensure that the transition to the next phase of their education is positive for pupils and families.

We are keen to talk to people who wish to support this initiative. You will be supported by a team of child-focused professionals who are unwavering in their work to improve outcomes for children and young people at risk of falling out of the system across Nottingham City.

This post will always require you to have access to your own vehicle to work directly in communities across the city. Mileage will be paid at an agreed flat rate in arrears of signed mileage claims.

For an informal discussion about this exciting opportunity, please get in touch with our Executive Principal, Elizabeth Browne, at elizabeth.browne@raleightrust.org

General duties and responsibilities

| | |
|----------------------------|---|
| <p>Purpose of the role</p> | <ul style="list-style-type: none"> • To support identified children to reengage within education following a permanent exclusion in a mainstream setting. • To build positive relationships with the children and families and become an advocate following from their permanent exclusion. • Develop and implement strategies to improve engagement with the admissions process for a successful and timely transition into the appropriate setting that meets their needs. • Ensure that the pupils are safe and well by completing home visits. • Capturing the parent and pupil voice throughout the admissions process. • Effectively liaise with other professionals in a multi-agency context. • Assist in the development of a partnership between the home and schools. • Work with parents/carers to help them understand and fulfil their legal responsibilities in relation to school attendance. • Contribute to interagency development to enable children to stay safe, achieve and make the best of the educational opportunities given to them. • Handle sensitive information in line with individual schools and Raleigh Education Trust (RET) policies. |
|----------------------------|---|

| | |
|---------------------------------------|---|
| Principle duties and responsibilities | <ul style="list-style-type: none"> • Manage an agreed caseload referred to by the strategic lead (RET). • Maintain accurate record keeping and reporting to the strategic lead (RET) • Develop and maintain a range of strategies and resources to effectively engage children and families • Undertake home visits in relation to casework and promote/support welfare, safeguarding and engagement in the admissions process to Unity/Denewood Academy. • To attend and support meetings where applicable. • Capture the child and parent voice to ensure the transition from the mainstream setting is positive and meets their needs. • Contribute towards the admissions process, working collaboratively with the Unity Education Placement Team. • Contribute to social care and other external agency referrals. • Contribute to inter-agency safeguarding work of identified pupils. • Follow LA Safeguarding procedures and refer all safeguarding concerns to the LA designated officer. • Participate in regular case planning with the RET strategic lead. • Support parents and children following exclusion from school and assist with their transition to Unity/Denewood Academy, offering support and guidance. |
|---------------------------------------|---|

Please note that this is illustrative of the role's general nature and level of responsibility. It is not a comprehensive list of tasks the post may carry out. The post holder may be required to do other duties appropriate to the level of the role.

- Access to own car.
- The postholder will be subject to an enhanced DBS check.

Person specification

| | Essential | Desirable |
|---------------------------------|---|---|
| Experience | <ul style="list-style-type: none"> Working with 'vulnerable' children and families. Ability to implement interventions and strategies to engage pupils and families | <ul style="list-style-type: none"> Working in an education or alternative education setting / exclusion unit for young people. Working successfully in partnership with a range of professional and voluntary sector agencies, groups, and individuals |
| Knowledge | <ul style="list-style-type: none"> Understanding of how adverse childhood experiences create barriers, issues for non-school attendance Understanding of Safeguarding policies and legislation. | <ul style="list-style-type: none"> Knowledge of the educational landscape. Knowledge of data protection. Understanding of governmental policy relating to children and young people and support agencies. Basic understanding of SEND (Special Educational Needs & Disability). |
| Skills | <ul style="list-style-type: none"> Excellent people skills Good standard and range of IT skills including Internet, e-mail, and Microsoft Office packages. Excellent communication and interpersonal skills Ability to relate to young people from a variety of backgrounds. Ability to use initiative and innovation to engage young people and families | |
| Qualifications | | <ul style="list-style-type: none"> First Aid at Work Certificate. Safeguarding young people |
| Qualities & Attitude | <ul style="list-style-type: none"> A creative, innovative, and proactive person who is committed to working with young people. Outgoing, friendly, supportive personality with the ability to relate to, engage and motivate young people. A commitment to equal opportunities and willingness to challenge discriminatory behaviour. Self-motivated, with the ability to work on own initiative and manage work programmes to meet objectives. High personal integrity and motivation | |

About your benefits

The position attracts an excellent remuneration package including a competitive salary, pension and health-assured programme of support. Participation in annual training and development is expected and training bursaries are available on request. Out-of-pocket expenses are claimable through the Trust Expenses Policy.

About the application process

If you meet the criteria and you are enthusiastic about the role, we would welcome your application.

To apply for this position, click on the following link and complete our online application form <https://www.raleightrust.org/work-with-us/current-vacancies/>

Only candidates requested for an interview will be contacted. If you are not invited, we thank you for your interest in this exciting post with the Trust.

Raleigh Education Trust is obliged by law to operate a checking procedure for employees who have substantial access to children and young people. It is an offence to apply for a position within a school or trust if you are barred from engaging in regulated activity relevant to children.

For an informal discussion about this exciting opportunity, please get in touch with our Executive Principal, Elizabeth Browne, at elizabeth.browne@raleightrust.org



Raleigh

EDUCATIONAL TRUST

Raleigh Education Trust
C/O Ambleside Academy, Minver Crescent, Aspley, Nottingham NG8 5PN
0115 8550100
enquiry@raleightrust.org
raleightrust.org

Company limited by guarantee registered in England in Wales. Company number: 10611866 .