

Engagement Co-ordinator

Recruitment Pack

St James Church of England Junior School

Dear Applicant,

Thank you for your interest in the post of Engagement Co-ordinator.

St James Church of England Junior School is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website www.st-james-junior.co.uk and the Trust website - [www.dgat.org.uk](http://www.dgat.org.uk) - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I’m sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is 28th February 2025. Interviews are scheduled to take place on Week commencing 10th March 2025.

To submit your application please email the completed form to Sarah Wheeler (School Business Manager), finance@sjjs.dgat.org.uk before the closing date.

Yours faithfully

Signature

Emma Gardiner

Acting Headteacher

The Diocese of Gloucester Academies Trust seek to appoint an

**Engagement Co-ordinator**

The post is offered as a salary of Grade 5, point 11 on a fixed term basis

This is a part-time post for 28 hours a week, split across St James Church of England Junior School and Hatherley Infants School.

Further details and an application form can be downloaded from the vacancy area of our website www.st-james-junior.co.uk.

If you would like an informal conversation about the role, please contact Emma Gardiner on 01452 520714 or email egardiner@sjjs.dgat.org.uk

Closing date for applications is Friday 28th February 2025.

**Other information that might help you decide if this is the role for you**

|  |  |
| --- | --- |
| Usual working days and times: | Negotiable |
| Work environment | School Environment |
| Dress code: | Smart casual – No jeans |
| Employee benefits: | Free and confidential employee assistance programme available 24/7  High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: <https://www.dgat.org.uk/cpdl-and-events>  A range of clear and supportive policies.  An annual wellbeing survey and access to an online wellbeing toolkit. |

Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.

**Background Information**

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

***Our vision is to enable all to flourish.***

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

**Our aims are to be:**

* Authentically Christian
* Boldly passionate about excellence in learning
* Relentlessly driven in our aspiration for everyone

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**Our core principles:**

* We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
* Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
* We act with integrity; we are open to challenge and we are reflective about our practice
* We treat everyone with dignity and respect
* Through collaboration, in a nurturing community, we grow, learn and achieve

***School is Trust and Trust is School***

In order to support our family of schools, DGAT provides the following support:

* School Improvement
* Christian Character
* HR and Legal
* Finance and Business
* Premises and Insurance
* Compliance and GDPR
* Governance

**Job Description**

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| --- | --- |
| Job Title: | Engagement Co-ordinator |
| Responsible to: | Headteacher |
| Line Management: | Headteacher |
| Contract Type: | Fixed Term |

**Overall purpose of this post**

* Working with parents to engage them in their children’s learning and school life through clubs, workshops, activity groups in the community, weekly class meetings and Parents fund-raising groups.
* Working with the pupils to support them to be ready to learn, have the correct uniform and equipment, and be able to come to school feeling prepared.
* Support pupils while in school – especially persistent absentees who meet regularly throughout the week for a catch-up session.
* To work closely with local community to engage them in school life and build community links for pupils and families – scrap store, library, Friendship Café, Early Help groups and services.
* To make links with Adult Education and other groups, and to organise and run these sessions with other professionals.
* To be available throughout the day to meet with parents and be a familiar point of contact for parents many of whom are EAL and /or are unfamiliar with the English school system.
* To be a link for transition from Y2 to Y3 and from Y6 to Y7 – completing form, supporting parents to find out options for secondary education.
* To be a consistent link across the two schools.

**Other**

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Personal Values** | | |
| Committed to actively promoting the Christian ethos and values of the school | **x** |  |
| Committed to the school’s vision | **x** |  |
| **Qualifications** | | |
| NCFE Cache supporting teaching & learning in schools or equivalent teaching assistant qualification |  | **x** |
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| **Experience** |  |  |
| Working with children and families | **X** |  |
| Have knowledge of external support agencies | **x** |  |
| Previously worked within a school environment | **x** |  |
| Knowledge of the local community |  | **x** |
| **Personal qualities** |  |  |
| Good written and oral skills | **x** |  |
| Able to be flexible within working environment | **x** |  |
|  | **x** |  |
| Excellent organisational skills and attention to detail | **x** |  |
| Able to work within a team | **x** |  |
| Reliable and punctual | **x** |  |
| Able to work efficiently and accurately under pressure and to prioritise tasks | **x** |  |
| Confident in dealing with a variety of stakeholders | **x** |  |
| Professional and honest | **x** |  |
| **Additional Requirements** | | |
| KCSIE Safeguarding training | **x** |  |

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