

Job Description

Job title: Engagement Tutor

Main purpose of job:

To support the re-engagement and re-integration of students with Emotionally Based School Avoidance (EBSA) and SEMH needs into education through personalised intervention, mentoring, and alternative provision within The Bridge and, where necessary, in the community settings. The Engagement Tutor will work closely with students, families, and professionals to build trust, reduce anxiety, and support learners' social, emotional, and academic progress via a clearly planned study programme and person-centered approach.

Department: SEND/Inclusion

Location: Plume Academy

Position reports to: Assistant Headteacher
– Inclusion

Position is responsible for: N/A

Length of contract: Fixed-term from 1 September 2025 to 17 July 2026, 37 hours per week, 39 weeks per annum (term time only plus Inset days), 8:30 a.m.– 4:30 p.m. on Mondays – Thursdays and 8:30 a.m. to 4:00 p.m. on Fridays (with 30 minutes unpaid lunch).

Salary: Band 3, point 17 in the range of point 17–25 with an actual starting salary of £20,681 per annum (2025/26 pay awards pending).

Key Responsibilities and Accountabilities

Main Duties:

- Build positive, trusting relationships with students who are currently not attending school due to EBSA or SEMH challenges.
- Deliver targeted and personalised lessons or small group sessions to support engagement, emotional regulation, and curriculum access.
- Plan and deliver English and Maths lessons through liaison with SLT and Curriculum Leaders.
- Work alongside the DSL and Assistant Headteacher for Inclusion to develop bespoke re-engagement and reintegration plans for students.
- Liaise with families and internal staff to coordinate wrap-around support.
- Monitor, track, and report on student progress, engagement, and wellbeing using assessment tools and case notes.
- Deliver academic catch-up support in core subjects, using adaptive and trauma-informed approaches.
- Provide outreach and in-home support sessions where necessary, under the guidance of the Assistant Headteacher for Inclusion and safeguarding team.

- Support implementation of individual risk assessments, behaviour plans, and wellbeing strategies.
- Collaborate in the development of resources, interventions, and routines that promote student attendance and belonging.
- Promote a safe, nurturing, and inclusive environment aligned with Plume Academy's values and policies.
- Attend team meetings, training, and professional development related to SEMH, safeguarding, and inclusive practice.

Skills/Experience

- Proven experience working with students with SEND and/or SEMH (Social, Emotional, and Mental Health) needs.
- Strong understanding of personalised, tiered education programmes for vulnerable learners
- Demonstrated ability to manage and motivate a team in an educational or support-based setting
- Skilled in liaising with families to support student outcomes
- Confident in designing individualised learning and transition plans
- Competence in analysing and using student data to adapt provision
- Excellent administrative, organisational, and time management skills
- Familiarity with safeguarding procedures and confident in managing complex student needs safely
- Experience handling potentially challenging conversations with professionalism and empathy
- Proficiency in using Microsoft Office and educational management systems (e.g. Arbor, MyConcern)

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Date of next review: Annually in line with the PMR process.

Person Specification - Qualifications and Experience	Essential	Desirable
Qualified to degree level	✓	
Evidence of further professional study		✓
Evidence to confirm undertaking recent CPD in the area relevant to this post		✓
Good level of understanding of ICT in Microsoft packages	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of responsibility in a pastoral area	✓	
Knowledge, Skills and Abilities	Essential	Desirable
Thinking creatively to anticipate and solve problems	✓	
Ability to plan and deliver English and Maths lessons	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Has good organisation skills, the ability to delegate effectively and make sound judgements when working under pressure	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems	✓	
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	