

CANDIDATE PACK

Progress and Engagement Guide (ATC)



Start date:
ASAP

Location:
Hayes Lane,
Bromley BR2 9EA

About Us

We provide education and support for 11-16 year olds who are at risk of being, or have been, permanently excluded from school. We work with these young people to identify and remove barriers to learning, so that where possible they can return to a mainstream school or access a specialist school setting if more appropriate.

Our staff are dedicated, caring professionals who provide unconditional support and positively challenge pupils to be the best they can be. We have high standards and expectations of pupils, working closely with them and their parents/carers.





About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk

We believe in securing the best for all our pupils, with inclusion and cohesion at the heart of our school's ethos. We aim to raise standards by supporting the development of every child as a reflective pupil, striving to ensure that everything we do has a positive impact on them.

We are proud of our record in promoting equality for all. We offer a happy, secure and stimulating learning environment in which the whole school community can grow in confidence and develop to their full potential.

Our Values

As a school, we believe that we 'decide' our own futures:

Discovery – every day we try to discover new things

Endeavour – try hard everyday

Community – believing in our communities and being leaders there

Independence – become independent pupils

Decisions – making sensible decisions

Everyday – doing all of the above, everyday

Job Description

Job title: Progress and Engagement Guide (ATC)

Salary: H17 to H20 on the LSEAT Harmonised pay scale

Contractual Hours: 22.2 hours per week

Contractual Weeks: 39 weeks per year

Position Status: Permanent

Department: Assessment and Transition Centre

Job Purpose

To support the personal development, welfare, safeguarding, attendance, behaviour, engagement, and educational progress of pupils within the Alternative Provision. The Progress and Engagement Guide will support new pupils on their transition into BTA, oversee baseline assessments and work alongside the safeguarding team to support the well-being and safety of all pupils. The post holder will play a key role in delivering the school's vision for inclusion, personal development and behaviour, supporting pupils who may present with social, emotional, mental health (SEMH), behavioural or attendance needs.

This school is committed to safeguarding and promoting the welfare of children and young people.

The successful applicant will be required to share this commitment, undertake safeguarding training, and comply with all safeguarding policies and procedures.

This post is subject to an enhanced DBS check with Children's Barred List check, satisfactory references, social media screening (where applicable), and all safer recruitment requirements in line with statutory guidance.



Job Description

Main Responsibilities:

Student Engagement and Progress

- Support new pupils during their transition into BTA, overseeing our assessment and transition centre.
- Build positive, professional and trusting relationships with pupils that promote engagement, resilience and achievement.
- Provide targeted pastoral and emotional support to identified pupils.
- Act as a positive role model and consistently uphold high expectations for conduct, attendance and learning.
- Help pupils identify personal, social and academic goals and support them in achieving these.
- Monitor and report on pupil progress, engagement and participation.

Behaviour and Personal Development

- Support the implementation of the school's Behaviour Policy and expectations.
- Promote positive behaviour, self-regulation and emotional resilience.
- De-escalate incidents using recognised behaviour management and restorative approaches.
- Contribute to risk assessments and personal support plans.
- Maintain accurate records of behavioural incidents, interventions and outcomes.
- Support pupils during social times, transitions and off-site activities where required.
- Promote pupils' personal development, character education, British Values and preparation for adulthood.

Safeguarding and Child Protection

- Promote and safeguard the welfare of all children and young people.
- Maintain a thorough understanding of Keeping Children Safe in Education (KCSIE), statutory safeguarding guidance and school safeguarding procedures.
- Identify, monitor and report safeguarding concerns promptly in accordance with school procedures.
- Contribute effectively to safeguarding plans, risk management processes and multi agency support arrangements.
- Support vulnerable pupils, including those subject to Child Protection Plans, Child in Need Plans, Early Help interventions, or who are Looked After Children.
- Maintain professional boundaries and act in accordance with the staff code of conduct at all times.



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Multi-Agency Working

- Work collaboratively with:
 - o Designated Safeguarding Leads (DSLs)
 - o SENCO
 - o Social Workers
 - o Youth Justice Services
 - o CAMHS
 - o Virtual School Teams
 - o Attendance Services
 - o Other external agencies
- Attend reviews, professional meetings and safeguarding discussions as required.
- Contribute information for reports and assessments.

Supporting Teaching and Learning

- Support teachers in creating a safe, calm and purposeful learning environment.
- Identify barriers to learning and support strategies to overcome them.
- Encourage participation and engagement within lessons.
- Provide constructive feedback to staff regarding pupil welfare, engagement and progress.
- Promote inclusion and equality of opportunity for all pupils.

Health, Safety and Positive Handling

- Follow all health and safety procedures and risk assessments.
- Undertake Team Teach or equivalent positive handling training.
- Use approved physical intervention techniques only as a last resort and in accordance with school policy and statutory guidance.
- Record and report all incidents in line with school procedures.

Professional Responsibilities

- Maintain confidentiality and comply with GDPR and data protection legislation.
- Participate in supervision, training and continuing professional development.
- Attend staff meetings, safeguarding training and INSET days as required.
- Uphold the values, policies and ethos of the school and Trust.
- Undertake any other duties appropriate to the grade and nature of the post.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Person Specification

Education and Qualifications	Essential	Desireable
GCSE Grade C/4 or above (or equivalent) in English and Mathematics.	√	
Relevant Level 2 or Level 3 qualification in Education, Youth Work, Behaviour Support, Social Care or equivalent experience.	√	
Knowledge and Experience	Essential	Desireable
Experience of working with secondary-aged young people.	√	
Experience supporting pupils with SEMH, behavioural or attendance needs.	√	
Experience of working in an educational, youth work, social care or alternative provision environment.	√	
Experience of developing positive relationships with pupils and families.	√	
Experience of recording and maintaining accurate information.	√	
Understanding of safeguarding and child protection responsibilities.	√	
Knowledge of trauma-informed and restorative approaches.	√	
Understanding of barriers to learning experienced by vulnerable learners.	√	

Knowledge and Experience	Essential	Desireable
Awareness of attendance, behaviour and inclusion strategies.	√	
Understanding of equality, diversity and inclusion.	√	
Skills and Competencies	Essential	Desireable
Excellent communication and interpersonal skills.	√	
Ability to build rapport with challenging and vulnerable young people.	√	
Strong record-keeping and administrative skills.	√	
Ability to remain calm and professional under pressure.	√	
Effective teamwork and multi-agency working skills.	√	
Ability to work independently and prioritise workload.	√	
Other	Essential	Desireable
Mental Health First Aid qualification.		√
Experience within Alternative Provision, PRU or SEMH settings.		√
Experience using Arbor, CPOMS or similar systems.		√
Full UK driving licence.		√

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

