

School and Community Engagement Officer

Job Description

Join our TEP team to help ImpactEd Group to support our purpose driven partners to make better decisions using high quality evidence.

Job Title	School and Community Engagement Officer
Reports to	TEP Director
Salary	£31,142 - £35,168, dependent on experience. Additional compensation includes annual pay award, dependent on company performance
Contract	Permanent, full-time or part-time (minimum of 80% FTE); we are open to discussing flexible working options.
Location	Central Leeds Office – 50% office working and home working. Includes national travel to partners and company-wide events.
Start date	As soon as possible
Application	Please apply via our recruitment site . You will be asked to complete 2 work based scenario questions and 1 motivation question as part of the application process, and upload a CV. Applications will close on Sunday 2nd March at 23:59 .

The Engagement Platform (TEP)

- ▶ **Our Vision:** *An education system where school engagement is consistently understood and acted on to improve pupil outcomes, employee culture and community relations.*
- ▶ **Our Mission:** *The Engagement Platform exists to support schools and trusts to easily, robustly and systematically understand and improve the engagement of pupils and students, parents and carers, employees and community stakeholders.*

[TEP](#) exists to support schools and trusts to easily, robustly and systematically understand and improve school engagement. As a platform, TEP captures and reports on engagement across various dimensions and stakeholder groups: pupils and students, parents and carers, employees and community stakeholders. TEP helps schools to understand and act on this data. The platform's ability to track changes over time enables schools to measure the impact of their interventions, ensuring that their engagement strategies are effective and adjusted as needed. This action-oriented approach ensures that school engagement is not simply a metric or backward-looking accountability tool, it is core to school improvement.

Alongside providing detailed school and Multi-Academy Trust level insights, we are building the national evidence base around school engagement as a lead indicator. Our [research unit](#) provides national insights and research publications to support school level insight and build better sector understanding of school employee engagement. We engage with the TEP school community to provide research insights, case studies and best practice examples to support their practice.

TEP was founded by the Directors of ImpactEd Group and is incubated by the Group, receiving operational and governance support from Group Services. [ImpactEd Group](#) supports education and purpose-driven organisations to maximise their potential. We do this by helping our partners to be consistently impactful and operationally sustainable.

Role responsibilities

Day-to-day the role will involve partnership management of our schools and Trust partners to support their use and understanding of our platform and its insights. The role will also build community engagement with our national research projects and support wider partnership and network building. We anticipate this role will involve an element of travel to visit our school and Trust partners to provide support and training.

Partnership management	<ul style="list-style-type: none"> • Delivery cycle implementation • School onboarding ahead of survey windows opening • School support during and after a survey window • Leading workshops and data review sessions for school and trust leaders • Developing training sessions, briefing materials and action plan resources for leadership teams to embed the use of their data and insights • Support building and growing school and trust partnerships • Liaising with researchers as part of wider delivery, reporting and projects • Supporting with platform development and coordinating user feedback to ensure best possible platform experience for all stakeholders • Manage the renewal of school and trust partnerships
Community engagement and development	<ul style="list-style-type: none"> • Creating and developing best practice case studies • Sourcing community content, for newsletters, blogs, social media and resources • Designing leader and teacher training sessions to be delivered via teacher training providers
Wider responsibilities	<ul style="list-style-type: none"> • Support with TEP and ImpactEd Group's wider activities and events as part of a growing team.

About You

We are open to a range of backgrounds though it is likely that the successful candidate will be a qualified teacher or has significant experience working in schools or education. The role is flexible and based in our central Leeds office, alongside some in person attendance at events, conferences and delivery of workshops across the UK.

We are looking for some of the following attributes, though you might be more experienced in some areas than others:

- ▶ Understanding and experience of the UK education system
- ▶ Experience in programme or partnership delivery with external facing clients
- ▶ Experience writing for an external audience
- ▶ Development of resources for training or guidance
- ▶ Teaching skills or delivery to adults and/or young people
- ▶ Customer service or sales experience in an educational setting

As well as this, you are more likely to be most successful in the role if you can:

- ▶ Communicate clearly and persuasively, both written and verbally. You will have an eye for how we can communicate messy realities in clear formats that enable partners to take action.
- ▶ Clear passion and interest for improving school engagement and supporting school leaders across the UK.
- ▶ Share our intellectual curiosity and desire to learn rapidly.
- ▶ Are entrepreneurial, pragmatic and solution-focused: you can think on your feet and adapt to change.
- ▶ Are detail-oriented, analytical and happy to spend time scrutinising data.
- ▶ Are excited to join a young organisation and help shape its growth in coming years.

Why Us?

Without our people we cannot achieve our mission and by recruiting and retaining a talented, diverse and dynamic group of employees who are aligned with our mission, values and culture we can support organisations within our sector to realise their potential. While TEP is a small organisation, we are incubated and supported operationally by the ImpactEd Group, allowing us to provide a wide and well-developed range of benefits.

As an organisation we care deeply about creating a meaningful place to work and supporting people to grow personally and professionally. These are reflected in our organisational values and our associated commitments in our employee experience.

Central aims of the employee offer at TEP		Benefits and approaches include
Trust	How we aim to support people feel trusted and empowered to meet the responsibilities of their role	<ul style="list-style-type: none"> Hybrid working Flexible hours, Flexible leave allowance (27 days excluding bank holidays).
Shared Ownership	How we aim to foster a sense of ownership and belonging among all our employees	<ul style="list-style-type: none"> Profit share through annual awards, Employee Voice Board, Regular internal employee engagement and feedback opportunities.
Connection	How we aim to support our colleagues to feel a sense of connection to one another and to the mission of our organisation	<ul style="list-style-type: none"> Termly company offsites, New joiner induction programme, Informal clubs and societies
Health and Fulfilment	How we aim to support colleagues to be healthy and fulfilled in an environment where they are continuously developing	<ul style="list-style-type: none"> Professional development pathways, including mentorship Development and welfare allowance, and development leave Charitable giving, Mental health and wellbeing support, Enhanced parental leave,

Our Values

Meeting People Where They Are	We appreciate our partners' and colleagues' needs, adapting to their circumstances with knowledge and curiosity to understand their context.
Owning the Next Step	We all take responsibility for progress by owning the tasks - big and small - that move us forward.
Being a Radiator	We bring warmth and energy, focusing relentlessly on what is good and what is possible.

Diversity and inclusion at TEP

As a growing organisation we are committed to:

- Becoming increasingly representative of the sector and geographies that we operate in
- Providing a positive experience of work as part of an inclusive culture led by our organisational values
- Operating a transparent performance review and pay policy that minimises opportunities for bias
- Maintaining an annual EDI action plan - led by the internal team and supported by a Board sponsor