



**STUDENT
ENGAGEMENT
MANAGER
CANDIDATE
BRIEFING PACK**

February 2026



“Staff feel that their workload is supported well and say that they are proud to work at the school... they have every reason to be proud”
-OFSTED 2022

Part of



**ACTIVATE
LEARNING**
EDUCATION TRUST

WELCOME FROM THE HEADTEACHER OF THEALE GREEN SCHOOL

Thank you for your interest in the post of Student Engagement Manager at Theale Green School. This is an exciting position and opportunity to join our team. Theale Green School is the fastest growing Secondary School in West Berkshire and we are looking to welcome a colleague to join our team who has aspiration and a can-do attitude.



Theale Green School is a very special school, anyone who visits our school immediately recognises this and can sense the family-feel welcome. We are delighted this was recognised in our Ofsted report May 2022 **“pupils are proud of their school. All pupils spoken to said they would recommend it. Pupils feel safe and happy”**. We are a school in the heart of a community, with incredible staff, students and families all striving for the same thing: to see students become successful young adults.

Theale Green School is going through a period of sustained growth thanks to the substantial improvements in the Quality of Education and Student Experience we have embedded over the last five years. This was identified by Ofsted **“the curriculum is ambitious, well considered and carefully constructed”**. Students are enthusiastic about learning and are encouraged to explore their natural curiosity about the world they live in. Students achieve strong outcomes as they progress through our school, and go on to outstanding destinations when they leave us, with many being the first in their families to go to university – truly “Transforming Lives Through Learning”. Our students benefit from a rich, broad and balanced curriculum with excellence and aspiration at its core. This develops employability skills and deepens their understanding, opening doors to future successes. Students are empowered to think, to act confidently, and with professionalism: this allows them to compete to be the candidate of choice in the world renowned, local companies’ workforce. This position would build on this strength and support our students to their next exciting phase of development.

Theale Green School has a strong reputation in the local community, and many of our staff choose to send their own children to our school. In 2025, our ability to work together to support each other feels more important than ever, and this year will see us go from strength to strength as we continue to grow and provide a high quality student experience.”

We are looking for the right candidate who can build excellent relationships, is flexible in their approach and enjoys the dynamic environment of school life. In our schools the role of Student Engagement Manager is key in creating a positive and supportive environment by delivering excellent support for our students to align with the school’s values and Trust Attributes. Our staffing body are a wonderful team, experienced and forward thinking, if you are the right person to join us and bring value to Theale Green School, then we really look forward to receiving your application.

Charlotte Badarello
Headteacher

WELCOME FROM THE CEO OF ACTIVATE LEARNING EDUCATION TRUST

Since joining Activate Learning Education Trust (ALET) in April 2018, Theale Green School has gone from strength to strength; evidenced by more parents and children selecting Theale Green School as their first choice, incredibly positive parental feedback and strong outcomes for students.

We're also incredibly proud and delighted that the school is recognised by Ofsted as being a Good school which is testament to all the hard work and positivity that has taken place, and which will we will grow on going forward.



As a new member of staff, you will be joining Activate Learning Education Trust at an exciting time as we embark on the next stage of our journey and will work alongside other leaders to support the delivery of our Strategic Plan 2025 – 2030.

The next stage of our development will see the Trust grow in student numbers; stage one of this growth will be through over-subscription in each school, and by further growth with like-minded schools joining our Trust to deliver our vision of transforming lives through learning.

During the period of this strategic plan, we will be working with our talented and dedicated staff body to become the employer of choice; this will see high retention and strong recruitment across all schools, thus providing our students with the best education provision, where we develop their skills, attributes and ability to learn for life.

We will also look back from 2025 and recognise our Trust as leading the way in developing our students, through working with a growing number of employer partners to provide our students with the skills and attributes required for successful future careers and life.

During this time, we will see our Trust move into becoming a more outward facing organisation within our communities, education sector and employer partners. Everything we do aims to transform lives through learning. Our Trust thinks differently by focusing on preparation for successful lives and careers; we just happen to deliver qualifications. At Theale Green School, we recognise the importance and value of our role which is one of privilege and responsibility that requires us to be dedicated. We expect staff to demonstrate our Attributes of being Professional, Aware, Confident, Resilient and Enterprising. Want to join us?

If you would relish this challenge and appreciate the invitation to become a key member of a successful, forward-thinking MAT, we would very much welcome your application.

Joanne Harper

CEO, Activate Learning Education Trust

If you would like to visit the school or if there are questions that the pack does not answer for you, we will happily answer them. Please contact the school on 0118 930 2741.

STUDENT ENGAGEMENT MANAGER

Location: Theale Green School, Church Street, Theale RG7 5DA

Salary Range: Scale point 5 Spine point 14 – 17 FTE (£28,598.00 – £31,022.00) salary will be a pro rata of this (£23,907 – £26,002.00)

Hours: Full-time, 35 hours per week, with a 30 minute unpaid break. 8.15am – 3.45pm, term-time plus 5 INSET days.

Start date: To be agreed with the successful candidate but as soon as possible

This is an exciting position for a candidate who has a passion that education can “Transform Lives Through Learning”. We are looking to welcome a colleague to join our team who has a strong ambition that our school can serve every child in the community and a belief that we learn every day from experiences and our colleagues.

This is an exciting position for a candidate that has passion for equality and a determination that every child should have an equal chance in life to succeed. We are looking to welcome a colleague to join our team who has an aspirational, can-do attitude, who believes that our students should be championed and should dare to have the highest aspirations. The right candidate for this role will have excellent communication skills and will be determined to use those skills to ensure that every child has the chance to succeed.

Theale Green School is part of the Activate Learning Education Trust consisting of six secondary schools. Our purpose is to be “School of Choice for the Community”, which we have continually proved over the last four years with significant growth in student numbers, and improved outcomes. We pride ourselves in equipping our students with the skills needed for their future careers and lives.

For more information visit: <https://www.thealegreen.w-berks.sch.uk/> and <http://www.alet.org.uk/>

Closing date for applications is: 9am on Thursday 12th March 2026

Interviews will take place on: Tuesday 17th March 2026

Should we receive an overwhelming response we reserve the right to close this vacancy sooner.

As an Activate Learning Education Trust school we are committed to safeguarding and promoting the welfare of children and young people. Any post within the Trust is subject to an enhanced Disclosure and Barring Service check.

ACTIVATE LEARNING EDUCATION TRUST

WHO ARE WE

Activate Learning Education Trust (ALET) is a Multi-School Trust (MAT) established by Activate Learning in 2015. We transform lives through learning by providing exciting and innovative education for young people by looking at how we learn as well as what we learn.

Activate Learning is the sponsor for Activate Learning Education Trust, which is run with the support of a number of industry and academic partners.

OUR VISION

“TRANSFORMING LIVES
THROUGH LEARNING”

OUR MISSION

To ‘Transform Lives Through Learning’ by igniting confidence, expanding opportunities, energising the community and generating prosperity. Through **Our Learning Philosophy** and core values of empowerment, enterprise, connectedness and transformation, we will provide our students and staff with a safe and supportive environment in which to thrive and become independent learners.

OUR VALUES

EMPOWERMENT

ENTERPRISE

CONNECTEDNESS

TRANSFORMATION



CURRICULUM

Our curriculum provides a rich, broad and balanced learning experience for all students across all years.

We see our curriculum as being holistic, with our resources carefully planned to flow seamlessly from the moment students join us in Year 7 until the point they leave us at the end of Year 11 or 13.



Our intention is to fulfil all the requirements of the National Curriculum and beyond, and to cater for the needs of students of all abilities. All students in years 7 – 13 study Relationships, Sex and Health Education (RSHE) to enable our students to grow up healthy, happy, safe, and able to manage the challenges and opportunities of modern Britain.

In Years 7 to 9 students follow a rich, broad, and balanced curriculum. These classes are taught by subject specialists to ensure a successful learning experience. Students begin their GCSE option choices in year 10, and these choices mark the transition towards the all-important final assessments in Year 11.

We offer a broad curriculum opportunity in our Sixth Form, including both vocational and A level courses. A curriculum enrichment programme, including P.E. and RSHE, is followed, standards are high and students are expected to be committed to their studies.

ETHOS

At Theale Green School, we believe that aspiration is the preserve of every young person and destinations should never be limited based on historical experience. We all adhere to the principle that developing our talents, valuing our education and achievements, expanding our cultural horizons and respecting others, will prepare us for contributing well to our society.

We value a close working relationship with both parents, whose feedback is important to us, and with our broader community whose support is highly appreciated. We know, and are grateful, that the community has much to offer us, and we aim to offer much in return. We are privileged that our school sits at the heart of a community which supports the success of its young people without exception. By then prioritising the quality of teaching and learning, relationships, behaviour and aspirations, we achieve our Mission.



Our Mission

Theale Green School is the School of choice for our community

Our Values of:

Progress – we welcome challenges and persist when work is hard

Hard work – we make effort and a good impression in the workplace

Respect – we are polite and respectful to everyone, central to every conversation and interaction at Theale Green School



JOB DESCRIPTION

REPORTING TO: Assistant Headteacher - Community and Culture

Job Purpose

This post supports the progress, mental health, wellbeing (pastoral care) and behaviour management of students at Theale Green School. This position is both proactive and reactive in nature, working with small groups of students to ensure their needs are met, and that they are known and understood as individuals. This aligns with enabling Theale Green School students to meet expectations within our school community.

Job Responsibilities:

- Act as a visible member of the Pastoral Leadership Team to promote high standards of personal values, school uniform, behaviour, attendance and work ethic.
- Support the Leadership Team and Heads of Year in achieving targets related to achievement, behaviour, attendance and work ethic.
- Work with all staff to take appropriate action to support students in need, and those falling below school's expectations, especially those in receipt of the Pupil Premium Grant.
- Provide support for students in receipt of the Pupil Premium Grant in terms of their in-school experience, supporting and liaising with pupil premium families.
- Act as a champion (key worker) for identified groups of students, acting as a liaison between home and school.
- Support the Theale Green School's internal behaviour systems, including being part of an on-call rota, staffing our Ready for Learning Room and supporting in our Well-Being Hub.
- Fully support the Heads of Year in all matters regarding behaviour, attendance, uniform and punctuality.
- To be a key link person between school and external agencies for students. This includes undertaking administrative tasks, liaising with external agencies under the direction of the Leadership Team/Heads of Year.
- To support the Heads of Year in communication and liaison with teaching and non-teaching staff as well as with families.
- To liaise with the school's Safeguarding Lead and Safeguarding Officer, as needed, to ensure that all students are kept safe.
- Support Tutors as directed by the Head of Year (including regular visits to tutor groups, assemblies and team meetings). You may be required to take an active part in assemblies from time to time to ensure that you are highly visible to the students.
- To celebrate the successes and achievements of the students using postcards, phone calls home and social media.
- Undertake any duties as requested by the Assistant Headteacher/Head of Year to enable the smooth running of the year group system.
- Act as First Aider to support the rota.

Group/Employee responsibilities

Professional Conduct

All employees are expected to:

- Follow TGS 's Appraisal Policy.
- Make the most efficient and effective use of human, financial and material resources.
- Be aware of and responsive to the changing nature of TGS, adopt a flexible and pro-active approach to work and contribute to a range of cross-site initiatives to facilitate the delivery of key business objectives.
- Participate in TGS developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post.
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area.
- Ensure compliance with all TGS policies, procedures and regulations and assist in the implementation of decisions.
- Give good notice of any absence in line with the schools Absence Management Policy.
- Adhere to general standards of conduct embodied in TGS policies.
- Provide an education service which actively promotes equality of opportunity and freedom from discrimination, demonstrating that TGS encourages the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation.
- Work within any legislation to which TGS is bound by law.
- Make the most efficient and effective use of resources being aware of budget implications.
- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students.
- Responsibility to respect TGS Community and abide by the Equality policy.
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures.
- To provide the service in accordance with the Trust's Vision, Strategic Plan and Service Improvement Plans.
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our stakeholders.
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested.
- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes.
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures.

Person Specification

QUALIFICATIONS AND EXPERIENCE	Essential or
Good general education to GCSE	E
Willingness to attend and participate in support staff introductory training esp Child Protection, Behavior management inclusion SEN and disabilities and Risk and Reflection	E
Education to A level or higher standard	D
Experience in working with students, students with special needs and families in a secondary school environment	D

TECHNICAL COMPETENCIES AND SKILLS	
Confidence in dealing with young people and their parents	E
Excellent personal and social skills	E
Able to use a range of strategies to deal with classroom behaviour and individual	E
The ability to communicate effectively orally in the English language	E
Experience of working with young people	D
Confidence with ICT	D
Has a range of classroom experience supporting families within an educational environment	D
Familiarity with the full range of school polices, particularly in regard to Health & Safety, equal opportunities and special needs (SEND)	D

BEHAVIOURAL SKILLS	
Calm and positive approach to work	E
The ability to form good relationships with staff and students across the school	E
Effective communication, interpersonal, time management, organisational and IT skills	E
Commitment, enthusiasm and flexibility in their approach and the ability to work well as part of a team according to the needs of the school	E
The ability to stay positive and meet deadlines even when working under pressure	E
An ability to work constructively in professional partnership with other staff and to establish a good rapport	E
Actively enjoys working with children, has empathy and is sympathetic to their needs	E
A bright, warm personality	E
Professionally discreet and able to respect confidentiality	E
Ability to command and to show respect	E
A commitment to personal development and training	E
Confident and able to use own Initiative	E
A commitment to equality of rights and opportunities	E
Assertive, firm and fair	E
Firm, sensitive and effective approach towards students	E
Patient and resilient	E

