

Date: 30th January 2025
Our ref: FOI/25/014072/A

FREEDOM OF INFORMATION REQUEST REFERENCE NO: FOI/25/014072/A

I write in connection with your request for information dated 28/01/2025, received by Greater Manchester Police (GMP) for the following information:

Please could you provide the most recent job description and person specification for the role of School Engagement Officer within Greater Manchester Police? Specifically, I am requesting the version of the job description that would be made available to potential job applicants.

If there have been multiple iterations of this job description, I would be grateful if you could provide the most up-to-date version.

Thank you for your time and assistance. I look forward to your response within the statutory 20 working days.

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate the requested information and I can confirm the information requested is held by GMP.

Please see the attached School Engagement Officer Job Description.

GREATER MANCHESTER POLICE

JOB DESCRIPTION

POST TITLE:	Constable, Schools Engagement Officer (SEO)
DIVISION/DEPARTMENT:	District Prevention Hub (which covers nominated school/s)
RESPONSIBLE TO:	Sergeant - Prevention Hub
RESPONSIBLE FOR:	N/A
AIM OF JOB:	The dedicated Schools Engagement Officer (SEO) will work on a full time/term time basis on schools' engagement activity, which may be linked to a dedicated school in their area or a cluster of schools. The SEO will form part of the local early help / community safety partnership to effectively work, share information, problem-solve and provide early intervention if needed. A key component of the role will be to build communication and relationships to support schools with complex issues. The SEO will build positive relationships between young people and the police / school professionals as part of a wider community engagement strategy.
TENURE OF POST:	Minimum 2 years
HMIC CATEGORY:	Operational

MAIN DUTIES AND RESPONSIBILITIES

Core Responsibilities

- Assist in preventing knife crime and serious violence working alongside the Force Violence Reduction Unit.
- Quickly and effectively respond to incidents when they occur.
- Be a vehicle for building positive relationships between young people and the Police.
- Promote awareness of risk / how to keep safe / generate pro-social behaviour / support individuals who are vulnerable.
- Develop a package of support for young people requiring intervention - e.g. coaching / mentoring / skills development, making referrals to relevant partner agencies when required.

- Information sharing - to develop effective information / intelligence sharing arrangements between police and schools in respect of crime and disorder issues, offending behaviour, including weapons/violence.
- Training and Awareness - to support schools and education professionals with training and development on criminal justice and community safety related matters, e.g. intelligence, Child Sexual Exploitation (CSE), radicalisation etc.
- Generic Prevention - to support schools with a range of police specific generic crime prevention and safety inputs for school groups, e.g. road / metrolink safety, stranger danger etc.
- Targeted Intervention - specific activities targeted at individuals most in need or repeat / prolific offenders. This work should include / consider diversionary activity targeted at those involved in or on the periphery of gang crime, complex safeguarding cohorts and pre-exclusionary panels etc.
- Ensure schools are briefed on local community issues in their area - identifying any link with school pupils etc. Any information sharing must adhere to data protection rules specifically General Data Protection Regulation (GDPR).
- Work in conjunction with the school and partners to support and maintain a safe learning environment.
- Should seek to use restorative justice / pastoral approaches rather than enforcement where possible as part of the Community Safety Partnership (CSP).
- Support schools to manage the ripples and undercurrents of community activity in order to help improve attendance and attainment.
- To attend local Community Safety Referral Team (CSRT) meetings.
- Provide a visible and accessible policing presence within the school setting during term time on an individual needs basis.

Administration

- Collating detailed data to enable the school(s) to effectively conduct an audit of crime, anti-social behaviour, victimisation and fear within its community.
- Assisting in the analysis of crime and incident trends.
- Contributing to school policy concerning drug / weapon related incidents and accompanying school safety plans.

Dealing with People

- Identifying and working with those young people at high risk of becoming involved (or further involved) in offending behaviour.
- Build effective and trusting relationships with the parents of children as key partners.
- Working with schools towards improving young people's understanding of personal and social issues such as the consequences of crime and misuse of drugs, associated life skills/good citizenship.
- Project work within the school community directly into that of the Local Education Authority (LEA), local Community Safety Partnership, Youth Offending Team and Connexions.
- Motivating and relating well with young people, in particular those identified as high risk.
- Arranging, and supervising the delivery of intervention work, such as diversionary activities to develop and encourage young people, particularly those at risk of offending or re-offending. E.g. GMP Volunteer Police Cadets (VPC).
- Assisting the school in developing whole school approaches to behaviour management and conflict resolution, such as through restorative justice, conferencing and peer support /mentoring schemes.
- Focusing specifically on offences of violence and developing appropriate programme responses.
- Working with staff to agree and prepare appropriate learning materials and delivering appropriate targeted classroom inputs, as agreed with school management.
- Delivering appropriate and targeted classroom inputs, as agreed by school management.
- Developing processes with school staff to ensure children are aware of the pressures they may face during periods of transition, notably from primary to secondary school but also changes of school, return to school from a period of exclusion or time spent in a young offenders unit.

- Providing community reassurance particularly focusing on the local community and parents/carers.

Operational Duties

- Investigating crime and dealing with offences from a base in the school setting.
- Being involved with the school, Education Welfare Service and Connexions in supporting truancy patrols.
- Where appropriate, being involved in patrolling routes to and from school(s) to prevent crime and increase the feeling of personal safety.
- Comply with the National Crime Recording Standard and minimum investigative requirements.

General

- To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- To fully participate in GMP's development review process.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure.
- To comply with the requirements of GMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
- All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff and officers to maintain data quality and security. Therefore, when inputting, updating and using GMP information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on the Information Management Intranet site/Information Services SharePoint site.
- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Force policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff / officers understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.

NOTES

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Officers' applications for this post will only be considered if they have provided a DNA sample for the elimination database.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.

The most up to date version of various GMP policies and pieces of legislation can be found on the Intranet/ SharePoint. Further support and guidance can be sought from the HR Advisory Service or the Information Compliance and Records Management Unit. The most up to date telephone numbers are available on the GMP Intranet.

PERSON SPECIFICATION
Constable, Schools Engagement Officer (SEO)
District based, Prevention Hub

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
<u>Experience</u> Experience of dealing with young people outside the operational sphere.	D	AF/I
<u>Knowledge</u> Uses legal knowledge of criminal law to good effect. Working knowledge of IT systems e.g. iOPS/ ICIS / Microsoft Office. Knowledge of Police and Criminal Evidence Act (PACE), powers of arrest and search, and criminal law. Maintains knowledge of the law as it affects young people and the police/school relationship. Demonstrates knowledge of equal opportunities issues and possesses positive and sensitive approach to Police/Community Relations. Understands Force policies involving schools. Understanding of the issues and risk factors that may lead young people into anti-social behaviour and crime. Practical knowledge of the Home Office Counting Rules for Recorded Crime and the National Crime Recording Standard. An awareness of and an ability to develop a multi-agency approach.	E E E D D D D D	I I I AF/I AF/I AF/I AF/I I AF/I
<u>Skills / Abilities</u> Ability to work confidently with minimum supervision and on own initiative. Problem solving skills.	E E	I I

Confident in public speaking and presentation skills, particularly to young people of varying age groups, creating a positive impact.	D	AF/I
Demonstrate good decision making skills.	D	I
Display tolerance and patience with young people and display willingness to address minor issues in order to prevent more significant future crimes.	D	AF/I
<u>Other</u>		
Has achieved a good attendance record.	E	AF(E)
The post holder must be able to use own vehicle for police business use, ensuring it is insured for business use.	D	AF(E)

Key

AF(E)	Eligibility (this will be checked by the recruitment team)
AF	Application Form
C	Certificate
T	Test
I	Interview

Please note:

- Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage (E), may not be considered for short-listing.
- Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application form (AF), may not be shortlisted.
- All essential criteria above will also be discussed in GMP's - development review process.
- The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in the development review process.
- A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to Disability related absence/maternity related absence in line with current guidelines.