



Ark Alexandra Academy

Family Support Worker - Attendance

Reporting to:	Attendance Partnership Lead
Contract:	Fixed until 31 December 2024 due to funding
Working Pattern:	36 hours per week, term time only
Start date:	02 January 2024
Closing date:	Tuesday 05 December 2023 at 9.00am
Interviews:	Monday 11 December 2023
Salary:	Ark Outside London Support Scale 8, points 20-28: £30,295 - £36,648 (pro rata)
Actual salary:	£26,058.78 - £31,523.42

*The school reserves the right to close this advert early and interviews may take place before the advertised closing date. **Applicants are strongly encouraged to apply early for this role to avoid disappointment.***

Ark Alexandra

Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Ark Alexandra is a two-campus secondary academy with a Sixth Form provision in Hastings, East Sussex. We have our Helenswood campus situated on The Ridge, St Leonards on Sea (opposite the Conquest Hospital) for Years 7 & 8 students and our William Parker campus on Park Avenue, Hastings for Years 9 – 13.

As a Church of England school, our values of faith, excellence and kindness underpin our ethos, culture and behaviour. We have an inclusive admissions policy that welcomes, without preference, students of all faith and none. We believe that everyone deserves to be accepted, included, and empowered to live a purposeful and fulfilling life.

Our vision is to provide all members of our community with the opportunities to engage with 'life in all its fullness' (John 10:10). This will be achieved through the highest quality of education that a truly great school will provide. We are committed to striving for excellence and inspiring our students to fulfil their potential. Our faith underpins our aim for all students to have the widest possible life choices. By knowing every student, demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them.

How is Ark Alexandra different?

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We have a 6pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance. We do not do knee jerk reactions, fads or last-minute deadlines. Our systems and processes for communication, marking and feedback and assessment are streamlined and the approaches we take are research led and based on the needs of our local context.
- Behaviour for learning is always a high priority so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- This is a strict no excuses, no mobile phone school.
- Our curriculum is traditional and academic, and we do not take shortcuts to boost our position in school league tables.
- We put high-quality teaching at the heart of what we do. Live coaching and current best practice in the field of education is central to our approach.
- Twice as many training days as standard with network-wide events with Ark colleagues.
- We offer benefits such as the Local Government Pension Scheme with a generous employer contribution, subsidised gym membership, Healthcare Cashplan and Employee Assistance Programme or if you prefer retail therapy, staff discounts (online and in-store) via instant vouchers or reloadable gift cards from the Ark Rewards scheme.
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.

If you are ready to add further value to our school by supporting students to ensure our young people have full access to the education they are entitled to, you will find this job extremely rewarding.

Alignment with the school's vision, values and approach to education is essential.

About Ark Schools

Ark is a network of high-achieving, non-selective schools and one of the country's most successful academy groups. They run 39 academies in London, Birmingham, Hastings and Portsmouth educating more than 28,500 students.

Their aim is to create outstanding schools that give every student, regardless of their background, the opportunity to go to university or pursue the career of their choice.

To find out more about Ark Alexandra, please visit our website via www.arkalexandra.org

Closing Date: Tuesday 05 December 2023 at 9am.

*The school reserves the right to close this advert early and interviews may take place before the advertised closing date. **Applicants are strongly encouraged to apply early for this role to avoid disappointment.***

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Job Description: Family Support Worker - Attendance

Reporting to:	Attendance Partnership Lead
Contract:	Fixed until 31 December 2024
Working Pattern:	36 hours, Term Time Only
Salary:	Ark Support 8: Pay Points 20-28, £30,295 - £36,648 per annum (pro rata)

Key Aspects of role

To undertake action research at Ark Alexandra which draws on current good practice and national guidance in order to improve the culture and ethos around attendance to school. To work with families, parents, carers and local schools to enable children and young people to have full access to educational opportunities and overcome the barriers to learning, especially around poor attendance. This may include working with the wider family and community, and other agencies. To share evidence of impact and examples of good practice with a wider group of schools and to facilitate the implementation of an attendance strategy.

Key Responsibilities

To work with a group of students who are experiencing Emotionally Based School Avoidance (EBSA) with less than 70% attendance to re-engage and support their return to full time education.

- To support vulnerable young people with their return to full-time education, providing mentoring and advocacy where appropriate.
- To take the lead on supporting students with SEMH and their attendance at school.
- To take the lead on monitoring a caseload of students' attendance and absence rates and providing proactive support and intervention.
- Work closely with the SENCOs and wider pastoral teams to triangulate case work
- Monitoring and reviewing the provision for identified children and the practice of staff in meeting the needs of children
- Working alongside staff to model approaches in and outside of the classroom
- Training staff in approaches to deal with a variety of complex needs
- Work with class teachers, support staff and SENCOs to implement and review Individual Learning and Provision Plans and develop resources for pupils who have additional needs
- Work with parents/carers in school context, supporting them and building their engagement with their child's learning.
- To design and/or facilitate a flexible range of programmes of intervention to support parents/carers of students identified as vulnerable.
- Supporting parents/carers to provide an appropriate environment in which children and young people feel safe and which courage the development of their self-esteem and resilience.
- To undertake outreach work to offer a flexible support service
- To advise and inform parents/carers about relevant local services and where appropriate to make referrals to other agencies.

Liaisons with other agencies

- To ensure effective communication between the school, parents/carers and external agencies and to understand the school's culture and ethos.
- To provide informal opportunities for all parents/carers to access specialist support in the school and local community to increase their capacity to independently support the child's attendance to school and educational outcomes.
- To act in accordance with the school's safeguarding procedures and policy and keep up to date with relevant safeguarding training.
- Share key learnings and strong practice with other schools in the locality.

Monitoring and evaluation

- To keep accurate electronic daily records and all documentation pertaining to meetings/contact with children and young people on our online management platforms.
- Produce a half termly progress report

Additional requirements

- Provide transition support between secondary school and local primary schools.
- To support parents/carers of children and young people identified as at risk of exclusion or having been excluded.
- Have a thorough understanding of national & school based policies on attendance and implement them consistently.
- To uphold the school's policy in respect to child protection and safeguarding
- To ensure that a high level of confidentiality is maintained in all aspects of working with children, young people and their families.
- To collaborate and support with outreach work with schools in the locality.

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's Data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with professionalism, tact, and diplomacy

Notes

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with students.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/Senior Leadership Team/Line Manager.

Person Specification: Family Support Worker - Attendance

Qualification Criteria

- Have a GCSE in English and Maths, level 4/C or above (or equivalent)

Knowledge, Skills and Experience

- Have experience of working with and motivating young people
- Have a helpful, positive and patient nature
- Have experience in developing and implementing high quality programmes and interventions for students
- Be committed to raising attendance in a challenging environment
- Be resilient, calm and professional under pressure
- Have a flexible attitude towards work
- Have an unwavering determination to work with students of all abilities
- Excellent communication skills
- Good organisational and administrative skills
- The ability to use your own initiative
- Good ICT skills including understanding of relevant attendance software e.g. BROMCOM or Excel
- Experience of establishing effective relationships with children, their families, other stakeholders and the wider community

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).