



Ark Alexandra
Academy

Hastings Attendance Partnership Co-ordinator

Reporting to:	Attendance Partnership Lead
Contract:	Fixed until 31 December 2024 due to funding
Working Pattern:	36 hours per week, term time only plus 1 extra week
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:	£26,726.95 - £32,331.72

*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 schools and 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.

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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: Hastings Attendance Partnership Co-ordinator

Reporting to:	Attendance Partnership Lead
Contract:	Fixed until February 2025
Working Pattern:	36 hours, Term Time plus one week
Salary:	Ark Support 8: Pay Points 20-28, £30,295 - £36,648 per annum (pro rata)

In reading this JD please also refer to “Key Purposes of the Partnership” below

Aims of this role

- To establish a simple strategic plan with a solutions-based approach that would direct the work of the Partnership in order to reduce Persistent Absence
- To enable the Partnership to evaluate progress in the plan’s timelines and milestones each half term through working with schools’ data.
- To evaluate impact on attendance across Hastings’ schools at primary and secondary levels to identify the most and least effective practice.
- To undertake direct intervention in schools and trusts as directed by the Partnership.

Key Responsibilities

- To bring together and evaluate the current data, policies and practices of the schools with specific strategic plan improvements to be implemented
- To draw out and consolidate best practice across the schools and Trusts
- To work with, train and upskill the team of attendance leads and officers around consistently effective and new approaches to improving attendance
- To develop co-ordinated pupil and parent voice activities across Hastings to inform the network’s attendance activity building on previous successes.
- To give support and take direct action with school leaders where improvements are slower than expected
- To support leaders to use their schools’ attendance data, learning assessments and reading ages as a baseline to intervene with literacy needs and track improved learning for the target groups over the course of the project.
- To create a pupil point system across the project to establish which pupils are most vulnerable in schools and determine whether those pupils are receiving the right levels of support not just from school but also from social care and other services.
- To use existing good practice to develop a menu of pathways that schools could access with a set of resources and support to take the pupil along the right pathway for greatest impact on both attendance and learning.
- To investigate which schools are effectively addressing missed learning

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: Hastings Attendance Partnership Co-ordinator

Qualification Criteria

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

Knowledge, Skills and Experience

- Be committed to raising attendance in a challenging environment
- Have a resilient character and a strong personal drive
- 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
- Strong problem solving skills, and being able to analyse complex data and identify trends and relevant information.
- High level of accuracy and attention to detail, and meticulous in planning
- Able to balance competing priorities, work on own initiative and to tight deadlines

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

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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](#).

Key Purposes of the Hastings Attendance Network for this JD

- To achieve a strong impact on attendance through consistency of effective policy and good practice especially around persistent absence.
- To provide strategic support to improve attendance and reduce persistent absence for 8-10 schools in the Hastings 'Attend' Network;
- To present best practice in Hastings around:
 - Attendance Data – who owns it, what does it look like, does headline data hide improvement, what does it say, how do we use it to inform action and change, could we look deeper, what are the questions it poses, is it accurate, is it shared properly with parents, how is attendance and progress and attainment data used to plan learning, how is data used to hold leaders and others to account, is pupils' historic attendance data available for analysis of absence patterns over time in Hastings;
 - Accountability – attendance targets
 - Strategic priorities and School Improvement / Development Planning;
 - QA, monitoring and evaluation systems for attendance;
 - Training for attendance officers, tutors & HOYs and other pastoral staff;
 - Create an attendance Questionnaire for all tutors & HOYs, attendance staff about areas for development in knowledge and skills;
 - Gap training - where gaps are identified develop and share training materials and resources;
 - Postcode analysis and service provision mapping;
 - Common training programme for 2024-25;
 - Communication systems between attendance staff around mobility;
 - Absence thresholds for tiered approaches;
 - Consistent understanding and use of register coding;
 - Action on unauthorised holidays;
 - Persistent absence pupils' processes of individual support that impact on PA;
 - Parent contracts, parenting orders;
 - Absence and late procedures related to FPN;
 - Evidence gathering for court proceedings;
 - Reviewing systems and agree consistent approaches dependent on what is found.
- To improve communication and relationships between Trusts, schools and the LA services all engaged with children's attendance and educational experience.
- To improve schools' understanding of what the real challenges are for vulnerable pupils about coming to school –
These groups could include pupils impacted by:
 - deprivation – PP/ FSM pupils
 - SEND
 - SEMH/Anxiety
 - health and illness

- behaviour
- parental needs