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**Ark Tindal Primary Academy**

**Job Description:**

***Apprentice Attendance & Pastoral Practitioner***

**Strategic purpose of the role:**

* To ensure that the statutory obligations around pupil attendance, the reporting of pupil attendance and the integrity of attendance registers is maintained.
* Under the direction of the Safeguarding Lead, ensure that safeguarding policies and procedures are followed to ensure the safety of pupils and staff and be a Deputy Designated Safeguarding Lead
* To develop, lead and manage a range of mentoring programmes ensuring that resources of the Academy are used effectively and efficiently to support vulnerable pupils

 **Key Responsibilities**

***Attendance***

* Through a variety of initiatives, both in-school and including statutory ones such as FAST-track, ensure that attendance and punctuality are above national average:
	+ - Understand and comply with the relevant school policies and procedures, and wider legislation.
		- Monitor pupil attendance, ensuring registers are checked and up to date
		- Track pupils who are late and absent and obtain reasons why. Plan and introduce ways to reduce lateness
		- Liaise with class teachers to provide work for all pupils who are absent for more than three days
		- Run FAST-track campaigns for pupils with persistent absenteeism
		- Track and supervise (or arrange supervision for) pupils who are not collected promptly at the end of the school day
		- Prepare short, daily attendance reports for the SLT and in-depth half termly reports tracking both individuals and groups; identify trends and strategies used to address these
		- Organise home visits as necessary - from the first day of absence for vulnerable pupils and those in Year 6
		- Foster professional but caring relationships with pupils who have suffered illness, injury or distress, and with their families.
		- Work with families and the Pastoral Team to provide necessary support for pupils and their families including, but not limited to, attendance at parents’ evening and coffee mornings, parent workshops etc.
		- Manage and co-ordinate Breakfast Club, including pupils and staffing
		- Deliver assemblies to promote attendance and punctuality and be a part of the weekly celebration assemblies
		- Provide mentoring for pupils around attendance and punctuality as necessary
		- Hold a minibus license so that pupils can be collected from home as necessary
		- Liaise with the local authority and external agencies as required

***Pastoral Support***

* Support staff with implementation of the Behaviour and Relationships policy, including support with behaviour management strategies within and outside the classroom
* Develop pupils’ character to enable them to be independent and take responsibility for their own decisions and actions
* Track the use of dojos across the school and provide a weekly analysis to the SLT; mentor pupils with below-average dojo doughnuts
* Track and analyse pupils with detentions and put interventions in place to support these pupils
* Work with teachers to respond to any behaviour referrals, assessing the needs of pupils and deliver appropriate mentoring
* Mentor vulnerable pupils as necessary under the guidance of the MHFA and Safeguarding Lead using a range of strategies, including Dog Therapy
* Track and assess the effectiveness of interventions and mentoring delivered
* Be an active member of the school's pastoral team, including contributing to any meetings and undertaking tasks assigned as part of the team's wider work.

***Safeguarding and Child Protection***

* Ensuring the school’s safeguarding policies are known, understood and used appropriately
* Take direction from the Lead DSL and respond to referrals and concerns as appropriate
* Attend safeguarding meetings with DSLs within the school to develop, problem-solve, quality assure and streamline policy and procedures
* Seek advice from external agencies and colleagues within the Ark Network where appropriate
* Ensure referrals are made to the appropriate agencies for all cases where young people are at risk of harm
* Attend and participate in meetings with external agencies and professionals
* Provide support and guidance for staff to ensure policies are implemented effectively
* Organise and carry out home visits where appropriate

***Other***

* Support with lunchtime provision
* Be paediatric first aid trained
* Attend class trips
* Attend school events e.g. disco, community day, school fairs, parents’ evenings etc.
* Hold a minibus driver’s license (or be willing to obtain through school training)
* Organise and run a range of extra-curricular clubs each day to support pupils
* Utilise the principles of the Trauma Informed Practice model to support our children and families
* Promote our character curriculum and model positive character traits to our pupils.
* Carry out other reasonable tasks as directed by the Headteacher

**We offer a strong programme of support for apprentices within Ark Schools. You will be supported in working towards accomplishing the above with your mentor during the course of the apprenticeship.**

**Person Specification**

***Attendance and Pastoral Practitioner***

**Qualification Criteria**

* Educated to degree level or equivalent preferred
* Mental Health First Aid Qualification desirable
* A record of Continuing Professional Development activities
* Right to work in the UK
* MIDAS training (or willing to undertake)
* Fast track trained (or willing to undertake)
* DSL trained (or willing to undertake)
* English and maths GSCE (or equivalent) at grade C or above)

**Knowledge, Skills and Experience**

* Experience of establishing effective, appropriate relationships with a variety of young people at the relevant age and their families
* Experience of working with young people
* Experience of working with multi-agencies
* Experience of dealing with challenging young people and managing difficult situations calmly and confidently
* An understanding of safeguarding and child protection procedures
* Works well as part of a team
* Able to analyse and interpret data
* Able to balance competing priorities and use own initiative to meet deadlines
* Experienced and effective communicator with a wide range of stakeholders

**Personal Characteristics**

* Genuine passion for and a belief in the potential of every pupil
* Has a genuine desire to involve themselves fully in the life of our school
* Highly organised and able to prioritise between the competing elements of the role
* Highly developed social intelligence with a wide range of stakeholders
* An optimist who enjoys a challenge
* Sense of humour
* Responsive to feedback and engages in professional development
* Excellent written and oral communication skills
* Ability to influence and participate in the Academy processes
* Demonstrates an innovative and proactive approach to work
* Evidence of well-developed ICT skills
* Exercises sound judgement, especially relating to confidentiality and discretion
* Can inspire others to be the best they can be

**Other**

* 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. This process can be provided in more detail if requested.*

*All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

*Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this* [*link*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*