



Attendance Lead

Reporting to:	Senior Attendance Lead
Location:	Ark Alexandra Academy, Hastings, East Sussex
Contract:	Permanent
Working Pattern:	Full-time, term time only plus 1 extra week
Start date:	ASAP
Closing date:	Tuesday 06 June at 9.00am
Salary:	Ark Outside London Support Scale 7, points 14-24: £25,409 - £31,099 (pro rata)
Actual salary:	£22,317.96 - £27,315.77

*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 securing high levels of attendance with effective monitoring and tracking in conjunction with the Senior Attendance Lead and Heads of Year, you will find this job extremely rewarding.

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

The Role and the Department

This is a rare opportunity for a term time only, permanent position of Attendance Lead at Ark Alexandra Academy. You will have responsibility for leading attendance so that it is consistently above the national average. The successful candidate will work in conjunction with the Senior Attendance Lead and Heads of Year to secure high levels of attendance with effective monitoring and tracking of students' attendance and punctuality.

Our standards are high, and we need someone who can be a team player and flexible when supporting other colleagues with the ability to be resilient, calm and professional under pressure.

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 06 June 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.

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Location:	Ark Alexandra Academy, Hastings, East Sussex
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The Role

Work in conjunction with Senior Attendance Lead and Heads of Year to secure high levels of attendance with effective monitoring and tracking of students' attendance and punctuality.

Key Responsibilities

- Monitoring and tracking of Attendance and Punctuality
- Identify and implement high impact strategies to achieve the attendance and punctuality targets
- Maintaining students' attendance and punctuality records, both manually and electronically
- Issue FPNs as required
- Ensure effective working relationships with relevant outside organisations, including ISEND and Social Services
- Work with targeted groups and individuals to secure excellent attendance
- Communicate and work with parents in order that barriers to excellent attendance are removed
- Generate and analyse weekly attendance data to inform actions and strategies
- Carry out all administration work relating to attendance and punctuality on behalf of Heads of Year with a specific focus on communications between home and school, including exclusions
- To work with senior leadership to implement safeguarding and the Academy Child Protection procedures
- Generating daily registers for emergency evacuation procedures
- To carry out parent consultation meetings and have key responsibility for home visits as required

Other

- First Aid
- Work with the Senior Designated Safeguarding Lead, Safeguarding and Wellbeing Lead, and the Safeguarding team
- 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 confidence, tact and diplomacy

- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Support other school duties, invigilation and enrichment.

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: Attendance Lead

Qualifications

- Must have GCSE English and Maths, Grade 4/C or above (or equivalent)

Knowledge, Skills and Experience

- Excellent communication skills
- The ability to work effectively with challenging behaviour from adults and children
- Good organisational and administrative skills
- The ability to work in a team
- The ability to use your own initiative
- Excellent ICT skills including strong understanding of relevant attendance software e.g. BROMCOM or Excel

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 and discretion
- 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](#).