



Job Application Pack

Attendance Administrator and Family Support Worker

(Temporary from October 2024 for 1 Year Maternity Cover)

Temporary, Full time, Term Time Only + 2 weeks
Salary: Grade 8, Point 19 – 24, £29,777 - £33,024 FTE
Actual Salary: £26,920 - £29,855 per annum

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

Our Schools

Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



Bluecoat Aspley
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



Bluecoat Beechdale
Academy
Believe, Belong, Achieve

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



Bluecoat Primary
believe in yourself, in others, in God

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



Bluecoat SCITT Alliance
Nottingham

Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



Bluecoat Bentinck Primary Academy

Bluecoat Bentick Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy’s vision of ‘Together We Make a Difference’ underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school’s motto ‘Lead, Believe, Create, Succeed’ was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, ‘Ambition, Manners and Achievement’. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



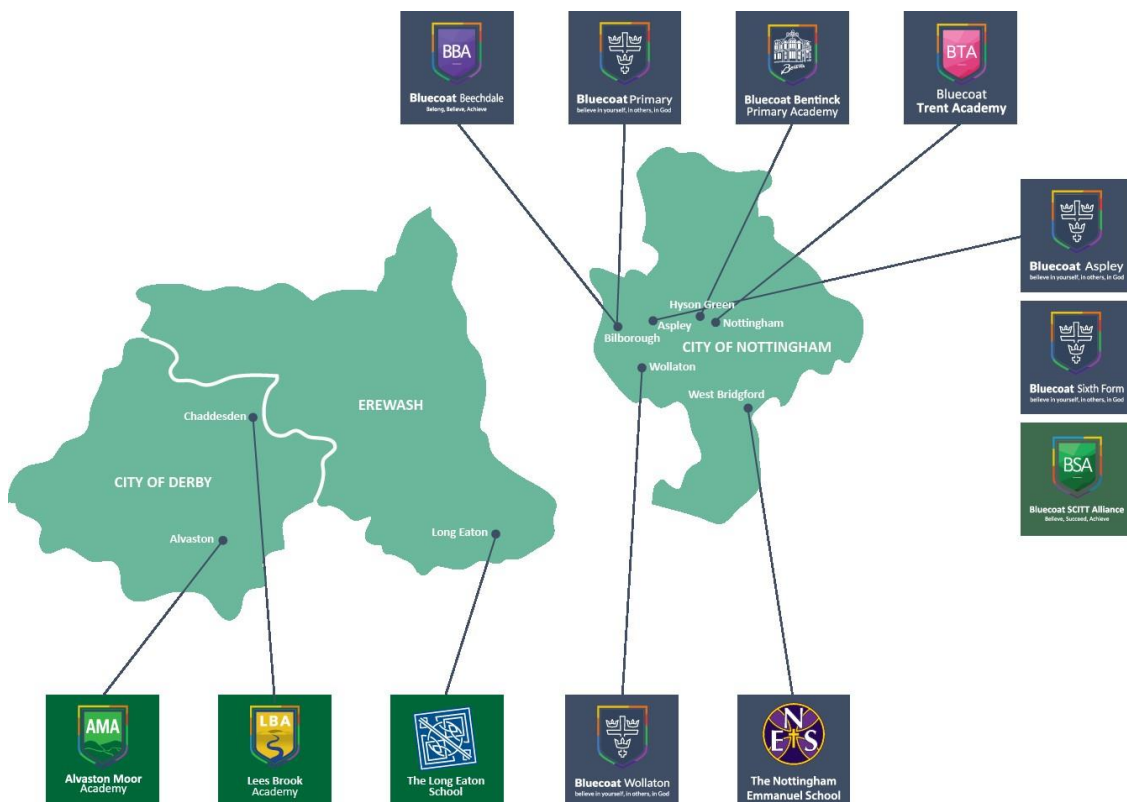
Alvaston Moor Academy

The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



School Locations



Welcome from the Principal

I am delighted to welcome your interest in the Bluecoat Trent Academy, after our three years, the founding cohort of staff are loving the opportunity to shape a school from its origins. I have a genuine love of education and learning, it transformed my life, giving me the freedom to make my own choices and enter a profession that brings me joy every day.



The Bluecoat Trent Academy is committed to excellence for all; no matter what the starting point, each individual is supported in reaching their academic potential and striving to meet their goals. We provide extensive opportunities for our students to explore experiences beyond the classroom and discover their individual talents, be it on a sports field, in a theatre or leading an expedition.

We place equal value on ensuring our students grow and develop pastorally and socially. We aim that our students will make life-long friendships and, as in all of Archway's family of schools, there is a strong sense of community. Our students feel they belong.

In this caring and nurturing environment Bluecoat Trent students are prepared to become citizens of the world. Having explored new experiences and through high quality teaching they are clear about their next steps and committed to making a positive contribution to society. This is summarised in the Bluecoat Trent vision and values.

Our vision:

Strive for excellence; shape the future

Our values: At Bluecoat Trent we CARE



Citizenship



Aspiration



Respect



Excellence

"Pupils feel happy and safe at this inclusive school. They are courteous and polite. The 'CARE' ethos of citizenship, aspiration, respect and excellence underpins all that the school does."

OFSTED January 2024

The Vacancy

The Trust is seeking a self-motivated and passionate candidate who can fulfil the role of Attendance Administrator and Family Support Walker at Bluecoat Trent Academy. The successful candidate will work to support the attendance, wellbeing and progress of targeted students, by working with them directly and including their families in the process.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at the Trust's Bluecoat Trent Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.



Applications

For more information about Bluecoat Trent Academy and the vacancy, please visit www.bluecoattrent.co.uk/vacancies.

To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

If you wish to discuss the role further please email

RecruitmentBTA@archwaytrust.co.uk

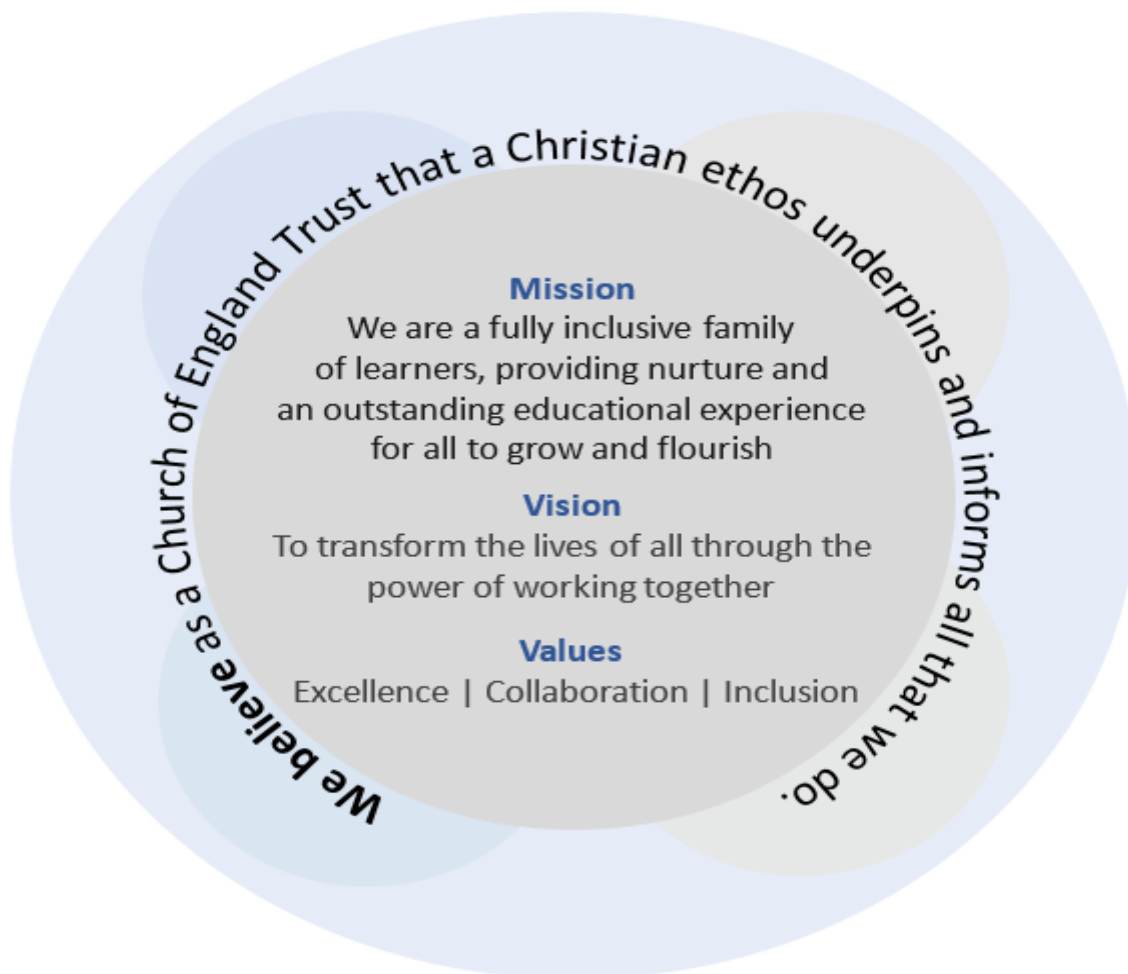
Closing Date: 9am, Friday 27th September 2024

Interview Date: Thursday 3rd October 2024

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working Together, Transforming Lives

“The trust fully supports the school’s ambitious vision and its distinctive culture. Support and challenge for leaders are robust and effective. Staff feel valued and are extremely proud to work at the school.”

OFSTED January 2024

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

“The school has a clearly understood behaviour policy that helps pupils to conduct themselves well. Within lessons, disruption is rare. If it happens, pupils respond well to the support they receive to manage their behaviour in the future. Staff are typically consistent at implementing the rules. This ensures that pupils feel a sense of fairness in how they are treated.”

OFSTED January 2024

Job Description

POST TITLE: Attendance Administrator and Family Support Worker

GRADE: GRADE 8, POINTS 19-24

RESPONSIBLE TO: Assistant Principal: Inclusion

JOB PURPOSE

The post holder will be responsible for promoting positive attitudes towards regular academy attendance and punctuality amongst students and their parents/carers and to encourage them to derive maximum benefit and opportunity from their education. The post holder will collaborate with teaching staff, the senior leadership team and designated safeguarding lead(s), to support this along with supporting the wellbeing and progress of targeted students, by working with them directly and with their families.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

Attendance Administration

- Be responsible for the implementation, organisation and monitoring of all student attendance and punctuality matters in order that targets are met;
- Be responsible for a response system for failing of poor attendance and punctuality including the development of first day contact procedures for absent students. Develop innovative and new ways of encouraging families to make attendance and punctuality at the Academy a top priority.
- Be responsible for challenging unauthorised absence including the responsibility for home visits to investigate and challenge non-attendance.
- Develop and maintain effective and productive working relationships with all relevant agencies in relation to attendance, including family support workers, Elective Home Education Team (EHE) and Children Missing Education Team (CME) (within Nottingham LA) in order to work collaboratively together.
- Be responsible for referrals to the Educational Welfare Service (EWS) on all formal non-attendance procedures.

- Work with appropriate staff to develop individual action plans to improve attendance/punctuality with individual students when their attendance/punctuality gives cause for concern.
- Be responsible for enquiries relating to attendance and punctuality by students, parents/carers and staff.
- Record, analyse and prepare documents for court procedures when the Academy has decided to take action against poor attendance and/or punctuality, attend and give evidence where necessary.
- Develop specialist knowledge of attendance and punctuality issues and best practice and provide advice and guidance to the SLT on matters relating to attendance and punctuality.
- Assist with student welfare duties such as dealing with sick students, liaising with parents/carers and relevant staff.

Targeted support for vulnerable families

- Ensure accurate record keeping for personal student safeguarding files, updating where necessary.
- Support staff by taking some responsibility for safeguarding and targeted support, by working with individual students and their families to ensure improved levels of engagement, wellbeing and positive outcomes at school
- Undertake assessments and take on a caseload of targeted students and families, meeting with them regularly in school or at home, setting appropriate targets for them and then monitoring progress towards targets
- Direct students and families to other agencies who can offer support
- Liaise with other members of staff as appropriate, to ensure that students' needs and targets are clear amongst both teaching and support staff
- Recommend the commencement and conclusion of periods of support for students and their families, and keep an accurate record of which students receive which support, so that the maximum number of students are able to benefit from the additional support and so that the Academy is able to make a judgement about the positive impact of the work
- Preparation of information for Multi Agency meetings and representing the Academy at such meetings where appropriate.
- By carrying out all of the above responsibilities, contribute to an overall improvement in the attitudes to learning and academic progress amongst the students and families receiving the support.
- Support referral processes where needed
- Establish and maintain relationships with individual pupils and groups
- Identify and facilitate appropriate workshops/courses for individual or groups of parents, including recognised parenting program's
- Liaise with outside agencies in order to support individual children and their families

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

PERSON SPECIFICATION – Attendance Administrator and Family Support Worker		
	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Further or Higher Education		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training	*	
Previous experience of working with challenging and complex students within an educational setting.		*
Knowledge and ability to work effectively and network with a wide range of supporting services in both the public and private sectors		*
5 A* - C GCSE including English and Maths	*	
Commitment to keep self-up to date with pertinent information and local initiatives	*	
Knowledge of SEN, EAL, PP		*
A good knowledge of the local community of the school		*
PROFESSIONAL SKILLS		
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines	*	
Excellent organisational and communication skills with a willingness to respond positively to changing circumstances	*	
Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses	*	
The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds	*	
The ability to work effectively with, and command the confidence of, teaching staff and senior leadership within the school	*	
The ability to understand a child's educational needs	*	
Ability to identify potential barriers to attendance and learning and jointly engage in strategies to overcome these barriers	*	
Ability to see the role as one which must lead to improved outcomes for the targeted young people and families, measured by attendance, wellbeing and academic progress	*	
Ability to engage in joint goal setting with the child and his/her family	*	
Deal with difficult situations and/or individuals in a calm, fair but effective manner	*	
Prioritise workload and work to deadlines	*	
PERSONAL QUALITIES		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Trust and Academy roles and responsibilities and your own position within these.	*	
Good time management skills, so that the neither of the two main aspects of the role are neglected	*	
Willingness to keep self-up to date with pertinent information and local initiatives, respond to feedback and pass on knowledge and good practice on to others.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Academy	*	
Tact, sensitivity, integrity, good judgement, and a sense of humour.	*	
Suitability to work with children. Enhanced DBS check to be undertaken on appointment	*	