



KS5 Attendance and Pastoral Assistant

Candidate Information Pack



Sackville School

TOGETHER WE ACHIEVE



Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting hr@sackvilleschool.org.uk or telephoning 01342 414900. An application pack is available from our school website at www.sackvilleschool.org.uk.

Yours faithfully



Jo Meloni
Headteacher

KS5 Attendance and Pastoral Assistant

Full Time - Term Time Only, 5 days per week

Hours: 30 hours per week.

Salary range: Grade 4 £24,790

(pro rata £17,008 based on 30 hrs/pw term time only)

We require an enthusiastic and empathetic individual to work within our dedicated Sixth Form team. The role will involve attendance monitoring and tracking and the overseeing of B01 Sixth Form Study Library. Identifying patterns of attendance and facilitating student engagement in school life, through liaison with families, teachers and students. You will be responsible for running 1:1 sessions with students, as well as some small group mentoring work. The successful applicant will help students to develop coping strategies and enhance aspiration and motivation towards their own learning and goals.

This is an exciting opportunity for someone who has a passion to support students' welfare alongside academic progress.

Sackville is a large, mixed, 11-18 comprehensive with 1600 on roll and our sixth form is large with approximately 300 students with a good retention rate from year 11 into 12. The sixth form is a really important asset to our school community. Our A level and vocational outcomes at Level 3 are good, with approximately two thirds of our year group applying to university. We enjoy regular success with Oxbridge and Russell Group university candidates as well as supporting students to move into successful employment and training routes. All members of our Sixth Form staff team have the opportunity to undertake further training in the UCAS and apprenticeship application process as well as become involved in all aspects of Sixth Form life such as the appointment of our student leadership body.

Hours: 30 hours per week, across five full days, 30 minute unpaid lunch, term time only.

Salary range: Grade 4 £24,790 (pro rata £17,008 on 30 hrs/pw term time only)

Please submit a letter of application (one side of A4 in no smaller than font point 10) addressing the following:

- How success in your current area of work has prepared you for this post
- How you will approach the role of Sixth Form (KS5) Attendance and Intervention Officer at Sackville.
- How you would contribute towards the monitoring of progress, attendance and well-being of Sixth Form students.

Closing Date: Thursday 24th April, 9am

Interview Date: w/c Monday 28th April

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

An application form is available on our website or from hr@sackvilleschool.org.uk / 01342 414900.

Please do not hesitate to ask Helen Valentine, Head of KS5 (hvalentine@sackvilleschool.org.uk) or James Dupoy, Deputy Head of KS5, (jdupoy@sackvilleschool.org.uk) for further details.



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

JOB DESCRIPTION

KS5 Attendance and Pastoral Assistant

This exciting role will involve a focus on attendance and supporting students who, for various reasons, may be struggling to achieve their full potential. The successful applicant will:

- Undertake attendance monitoring on a daily, lesson by lesson basis
- Undertake CPOMS and safeguarding training and record and act upon on safeguarding issues through CPOMS and outside agencies as required
- Liaise with the Head/Deputy Head of Sixth Form in identifying students and deciding the appropriate action to be taken
- Liaise with the KS5 team and KS5 teachers to gain a clear understanding of the individualised support required
- Liaise with the Futures Leader in terms of suitable exit strategies for students progressing to employment/apprenticeships or training programmes

General Responsibilities:

- Tracking patterns of attendance
- Monitoring tutorial attendance (liaising with tutor staff)
- Organising one to one sessions with students
- Meeting with students and families who have poor attendance, are below their minimum expected grade in their subjects, falling behind with work
- Monitoring of Level 2 students - curriculum provision and attendance
- Schedule and on occasions run, individual mentoring of students in KS5, as appropriate
- Communicate with parents as appropriate, via Bromcom, telephone or face to face
- Liaising with appropriate staff to collate relevant information on key students, taking responsibility in overseeing students' catch up work/sessions
- Providing general support to vulnerable students, possibly through individual and group mentoring
- Attend KS5 after school events as required
- Other duties to support the running of the Sixth Form

ROLE SPECIFICS

Core Purpose: To support student learning, study, progress and attendance in our growing Sixth Form.

Key Responsibilities: To play a key role in ensuring that each Sixth Form student's learning and engagement is optimised through the tracking of attendance and progress data. To liaise closely with the Sixth Form team and ensure that consistent procedures are applied.

Skills And Qualities:

- Experience of working effectively, supportively and determinedly with young people.
- A commitment to students maximising their potential. An ability to work flexibly with the Sixth Form team.

Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. The Post Holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

PERSON SPECIFICATION

KS5 Attendance and Pastoral Assistant (based on community assistant)

In order to undertake the post successfully it is anticipated that the following skills and qualities will be required. Selection will be made on the basis of this person specification with evidence drawn from the application form, confidential references and candidate's answers at interview.

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

<u>Education and Training</u>	Essential	Desirable
A good level of education including GCSE grade C or equivalent in Mathematics and English	✓	
Awareness of child protection, health and safety, confidentiality and data protection policies and procedures		✓
Willingness to develop own expertise	✓	
First aid qualification		✓
<u>Knowledge and Experience</u>		
Previous experience of working with young people	✓	
Successfully working as part of a team	✓	
Working in a secondary school or other educational setting		✓
<u>Abilities and aptitudes</u>		
Clear communication skills (spoken, written and use of ICT)	✓	
Ability to plan effectively	✓	
Ability to work under pressure and to prioritise	✓	
Ability to work well as part of a team	✓	
Ability to use initiative and to problem solve	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
Confidentiality	✓	
Ability to work sensitively with a wide variety of people	✓	
Confident use of IT packages such as Google Drive	✓	
<u>Other requirements</u>		
Enjoy working with young people	✓	
Flexibility, enthusiasm, creativity	✓	
Ability to work sensitively with a wide variety of people	✓	
Ability to remain calm	✓	
<u>Other requirements</u>		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
Commitment to ongoing personal development and willingness to undertake appropriate training	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

Why Sackville?



CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
 - Joint INSET
 - Cross federation coaching to support leaders & teachers



LOCATION

- Beautiful historic town with a positive town identity
- East access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.

FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands





Our vision is for a **safe and inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our Vision

Our Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an **engaging, broad, and knowledge-rich curriculum** through **high quality teaching and assessment**
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious programme of professional learning** for all staff, using **research and evidence** to guide their development
- ✓ To prepare students for the **world of work** and to live **fulfilling adult lives** as **global citizens**
- ✓ To work closely with other professionals and agencies to **serve the needs of our community**

Together We Achieve

Sackville Way

Our Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



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Sackville School on a page



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