**JOB DESCRIPTION**

**Post:** Student Entitlement Lead

**Reporting to:** Head of Year

**Location:** ArkCharter Academy, Portsmouth

**Contract:** Permanent; 8am-5pm Monday to Friday, Term Time Only + 2 (41 weeks per year)

**Salary:** Ark Support Scale Grade 8, Points 20-28 (FTE £31,585 - £37,938/ Pro Rata £28,561.65 - £34,306.53)

**At Ark Charter Academy we take safeguarding very seriously. All adults who regularly work on our site are required to undergo a Disclosure and Barring Service (DBS) check to prevent unsuitable people from working with students.**

**KEY RESPONSIBILITIES**

As an Entitlement Lead at Ark Charter Academy, you will play a pivotal role in ensuring the smooth operation and support systems for student engagement, behaviour management, and parental communication. You will work closely with the Head of Year to promote a positive school climate, lead on key aspects of student support and wellbeing, and help maintain high standards across attendance, behaviour, and safeguarding.

**Main Duties:**

**Morning Operations**

* Check morning communications promptly.
* Monitor and manage the reintegration of returning students.
* Daily responsibility for ensuring students are adhering to expectations, through uniform, attendance, and behaviour.

**Daily Coordination and Liaison**

* Liaise with the Head of Year (HOY) regarding previous day's behaviours and potential daily issues.
* Conduct roll call checks, ensuring uniform standards during tutor line walks.

**Parental Communication and Support**

* Contact parents during the day to provide support for students in need.
* Conduct attendance phone calls for students identified by the Hub Manager
* Arrange parental meetings for low-level concerns and complete safeguard records.
* Manage safeguarding disclosures and actions.
* Lead on parental communication within the year group.

**Safeguarding and Student Information Management (via Bromcom)**

* Ensure timely response to all safeguard threads and reports.
* Update the 'Everyday tracker' with concerns and resolve open incidents promptly.
* Complete Bromcom entries for student interactions and maintain thorough records.

**Student Support and Engagement**

* Triaging students for HOY/Climate Manager support.
* Participate in climate walks with HOY to assess student behaviour during lessons.
* Review support for students on specific plans (CAAP1/CABP1) and contribute to their progress.
* Support with student regulation within the climate and reflection.
* Act as the lead adult for students needing additional support.

**Administrative Tasks and Documentation**

* Collect, collate, and organize student evidence folders, including observations and SEN referrals.
* Contribute to TAC meetings with HOY and actively engage in student progress discussions.

**Year Group Coordination**

* Monitor year group attendance and manage an allocated caseload, specifically for students on CAAP1.
* Track attendance, escalate concerns, and manage actions related to attendance improvement.
* Collaborate with the Head of Year and Attendance and Welfare Intervention Lead to audit and maintain student folders.

**Communication and Rewards**

* Communicate consistently with parents regarding uniform issues.
* Review year group attendance, escalate concerns, and plan rewards in alignment with the Attendance and Welfare Intervention Lead.

**Content Creation and Reporting**

* Create engaging content for year group newsletters, providing updates and highlights.
* Compile content for year group roundups and support in creating newsletters.

**Safeguarding**

* Undertake regular safeguarding training as required
* Ensure that statutory and Ofsted requirements for Safeguarding are met
* To promote the safeguarding of young people

**General Responsibilities**

* Contribute to the overall ethos of the Academy
* Provide a courteous reception to staff, young people and visitors
* Undertake relevant training as required to support the functions of the post and to enhance personal development
* Attend meetings as and when required
* Undertake any other duties as specified by the Principal and the Senior Leadership Team

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Skills** | **Essential** | **Desired** |
| **Education, Qualifications and Experience** | | |
| Minimum A-Level or equivalent | x |  |
| Suitable training in Behaviour Management |  | x |
| Experience working in a school setting |  | x |
| **Knowledge and Skills** | | |
| Excellent communication skills (both written and verbal | x |  |
| Confident in use of Microsoft Office packages (Word, Excel, PowerPoint, Teams etc.) | x |  |
| Good general IT skills and willingness to learn new skills | x |  |
| Ability to be pro-active, work under pressure and meet strict deadlines | x |  |
| Ability to build positive relationships with pupils, students and parents | x |  |
| Ability to work effectively as part of a team | x |  |
| **Personal Attributes** | | |
| Organised with good attention to detail | x |  |
| Good time management skills | x |  |
| Confident and friendly | x |  |
| Plan and prioritise tasks and work under pressure | x |  |
| Proactive and show initiative | x |  |
| Patient and flexible | x |  |
| Commitment to ongoing personal development/willingness to undertake appropriate  training | x |  |
| **Safeguarding** | | |
| *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*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.* | | |