



Recruitment Pack

anthem

"I very much look forward to welcoming you to St. Mark's soon, so you can see for yourself just what makes us so impressive."

- Lisa Peterkin, Principal



About Us

St Mark's Church of England Academy offers a commitment to high achievement within a community of care underpinned by Christian values. The Academy encourages the development of the moral and spiritual well-being of students, alongside their academic success. The Academy works closely with, and is supported by, its sponsor, Anthem Schools Trust and its key partner the Southwark Diocesan Board of Education.

Our vision at St Mark's is to raise the achievement and life chances of our students and to serve our community by providing access to a range of activities, first class resources and opportunities. As a Church of England Academy, we encourage development of our students' moral and spiritual well-being as much as their academic success.

We are inclusive of all faiths, as well as none, and support unity between different religions, cultures and beliefs.

All our students are individuals and every student is valued for their uniqueness and the skills and aptitudes they bring to the Academy. A key strength of St Mark's is the very aptitudes they bring to the Academy. A key strength of St Mark's is the very high quality relationships that exist between members of a highly diverse school community- the Academy has a strong set of values shared by all.

The Academy is situated in extensive grounds in a pleasant green field location with first class resources for success.



St Mark's C of E Academy is a vibrant and diverse 11-18 academy situated in Mitcham in the London Borough of Merton.

The school was rated Good in its most recent Ofsted inspection (November 2017) with Outstanding personal development and welfare. The Academy really does have much to celebrate. We are the first secondary school in London to be awarded the prestigious International Values Quality Mark in recognition of the manner in which our values of love, hope and trust permeate all our work. 'The school's provision for the personal development and welfare of pupils is outstanding. It is highly enriching and supportive and focuses on 'values in action'. Pupils are confident, thoughtful and articulate.' (Ofsted 2017)

St. Mark's is part of Anthem Schools Trust – a multi-academy trust of 11 primary and five secondary academies and free schools. Anthem is supported by Education Development Trust, an international education company that transforms lives by improving education around the world.

Working For Us

If you're searching for your next post, why not contact us now? You'll be working at a great school and be part of a friendly, helpful team. We're always interested to hear from enthusiastic, committed candidates - send us your CV now via our email address, school@stmarksacademy.org.uk and tell us what sort of role you're looking for.



Staff Benefits

We recognise that to achieve our vision, it is our staff who will make the big difference. To attract the strongest talent, we offer a competitive rewards and benefits package.

Competitive Salaries

We offer competitive salaries for both teaching and support staff based on the type and level of role you do. We are committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff).

Pension Scheme

All contracted members of staff will be automatically enrolled into a pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or national insurance on your contributions and the Academy adds a generous employer contribution. All staff are entitled to opt-out of the pension scheme should they wish to do so.

Holiday

We recognise the importance of a good work-life balance and provide generous holiday entitlements. This entitlement is in addition to any Bank or Public holidays. If you work part-time, your holiday entitlement will be pro-rated. Teaching staff receive the standard school holiday allowance.

Advice and Counselling Services

Our Employee Assistance Programme offers free wellbeing services and confidential advice available 24hrs, 7 days a week, 365 days a year.

Recognition

We're proud to have a range of schemes, which recognise the achievements of our staff and show our appreciation of their contributions. Our certificate of appreciation scheme provides a way for managers to reward and recognise colleagues who go that extra mile. We also like to take the opportunity to formally recognise and celebrate the loyalty of those who have worked for us for a significant period of time.

Flexible and Family Friendly Policies

We understand that our employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality workforce. We offer flexible working opportunities; job share arrangements and part-time roles; generous family leave packages; and leave to support you with emergencies or for compassionate reasons.

Professional Development

A commitment to develop our staff to enhance their skills and knowledge. We offer comprehensive training opportunities for teaching and support staff in addition to CPD Certification through our E-Learning modules.

Wellbeing Initiatives

We invest in our staff and recognise the importance of wellbeing. Our comprehensive initiatives include annual flu jabs, annual health checks, airing and sharing staff forums, fruit Friday, cake Wednesday, staff Christmas lunch, commitment to reducing staff workload, trained staff in Mental Health First Aid



Other Staff Benefits


- CPD Certified Opportunities
 - Staff Discounts
 - Wellbeing Initiatives
 - Free Annual Flu Jab
 - Free Annual Health Check
 - Commitment to Staff Wellbeing
 - Commitment to Sustainability
 - Commitment to work-life balance
 - Trained Staff in Mental Health First Aid
 - Performance Management Related Pay
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Safeguarding

St Mark's C of E Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Services (DBS Check).

Equal Opportunities

St Mark's C of E Academy is an Equal Opportunities employer and does not discriminate on grounds We are seeking an experienced and dynamic business assistant to work within our busy reception and school office providing an effective clerical reception service to our staff, pupils, parents and visitors and to be the first point of contact of gender, race, age, disability or marital status.





“ I love teaching at St Mark’s. The relationship between pupils and teachers are built on our values of love, hope and trust and these values permeate throughout the Academy.” - Staff Member

Details

Educational Welfare Officer

Location

St Marks Academy

Contract term

Permanent

Full time/Part time

Part Time (20 hrs per week, 39 weeks – term time)

Pay range

Scale 5 (Point 11 – 16) Pro rata £11,744 - £12,841

Reporting to

Vice Principal

Closing date

Sunday 19th April 2020

Interview date

TBC – End of April

Notes

Candidates are encouraged to apply at their earliest convenience. St Marks Academy reserves the right to close the advert early if a suitable candidate is found.

Message from Department

This is an exciting opportunity to join a dedicated team, working with students and their families to remove the barriers to accessing education at St Marks Academy. Required for September 2020 at the latest, or possibly sooner, this position would suit someone with the passion and desire to help young people make the changes needed to achieve their potential and become successful in their futures.

Department Organisation

Vice Principal Responsible for Attendance

Attendance Manager

Educational Welfare Officer

How to Apply

Please fill out an application form and send it to our HR team on hr@stmarksacademy.org.uk. If you have any questions, please do email us or call the school on 020 8648 6627.

Job Description

Educational Welfare Officer

Location	St Marks Academy
Contract term	Permanent
Full time/Part time	Part time – 20 hrs per week, 39 weeks a year (term time)
Pay range	Scale 5 (Point 11 – 16)
Reporting to	Vice Principal

Overall Purpose

- Under the guidance of senior staff; be responsible for improving academy attendance and absence, providing family liaison and leading co-ordinated support.

Purpose

- Work with the parents to help them understand and fulfil their legal responsibilities in relation to academy attendance.
- Assist in the development of a partnership between the home and academy.
- Support the academy in fulfilling its statutory duties in relation to attendance and be capable of instigating legal action following appropriate protocols.
- Work with academy and other agencies to reduce persistent absence, improve social/educational inclusion, and behaviour.
- Undertake duties commensurate with the Safeguarding agenda for children including representing the academy at Child Protection meetings and conferences in order to contribute to quorate decision making.
- To refer cases to the Academy's Designated Safeguarding Lead.
- Work to the demands of the post and meet deadlines.
- Handle sensitive information in line with Academy policies.

Main Duties

- Meet parents and pupils (regular and unannounced home visits are an essential task of the job) to agree action to reduce absence and improve attendance.
- Attend meetings, contribute to Single Assessment and represent the Academy at Team Around the Child meetings.
- Monitor and record the outcomes of planning with parents/pupils to improve attendance, maintain efficient and contemporaneous notes and records.

- Maintain electronic casework records and paper files.
- Be able to interpret various data for maximum impact on raising levels of attendance.
- Be computer literate and able to use various applications and software.
- Take appropriate and legal action in case of non-compliance/non-cooperation/failure to fulfil responsibilities in relation to unauthorised absence.
- Represent the Academy in court regarding legal action.
- Work with agencies within and outside the Academy to ensure a co-ordinated approach to improving academy attendance and attendance to alternative provision, in order to support optimal attainment by pupils.
- The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

Supervision of Students

- To ensure the safety and wellbeing of the pupils at your designated duty area.
- Undertake supervision duties as allocated, which may take place before, during and after school including break and lunchtime.
- Supervise pupils, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the Behaviour Policy.
- Ensure good behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder that any disruption is minimised.

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all
- Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code & Staff Code of Conduct.

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.

- The Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
- Staff in schools' work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.

Person Specification

Educational Welfare Officer

Qualifications and training

	Essential	Desirable
Degree level or equivalent qualification	✓	
Experience in an administrative position	✓	
An understanding of UK Education	✓	
Experience of producing routine and bespoke data reports to external deadlines	✓	
An understanding and experience of Academy education		✓

Skills and attributes

	Essential	Desirable
Demonstrate cultural awareness and understanding	✓	
Confidence in presenting and manipulating data in Excel	✓	
Excellent time management skills and the ability to manage effectively different tasks that make up the role	✓	
A record of attention to detail	✓	
Excellent interpersonal, communication and presentation skills	✓	
The ability to prioritise, meet deadlines and work under pressure	✓	

Personal Qualities

	Essential	Desirable
Outward looking and student sympathetic	✓	
A commitment to working cohesively as part of the broader team and acting in a manner that contributes positively to effective teamwork	✓	
Flexible with the ability to solve problems and to put in the time necessary to solve problems	✓	

A willingness to contribute to the review of processes



The ability to adapt to a changing environment or priorities



Full Driving licence and access to a vehicle for work



Part of Anthem Schools Trust

St Mark's Academy Academy is proud to be part of Anthem (formerly CfBT Schools Trust), a multi-academy trust of 11 primary and five secondary schools in the East Midlands, London and the Thames Valley. Together we create ambitious and successful schools where every child thrives.

We are supported by Education Development Trust, an international education company that transforms lives by improving education around the world.

Anthem's multi-academy trust was founded eight years ago by Education Development Trust, an international company with charitable status that has been providing a range of education services all over the world for over 50 years.

All Anthem schools are unique, and each has something special to offer. This rich diversity is what inspired Anthem to change their name in the summer of 2019. They are no longer simply a 'Centre for British Teachers' (CfBT), but a place where everyone, wherever they are from, has an opportunity to learn and grow, and to be valued for what they bring to their community of schools.

Academy Information

Principal	Lisa Peterkin
Address	St Marks CofE Academy Acacia Road Mitcham CR4 1SF
Telephone	020 8648 6627
Email	school@stmarksacademy.org.uk
Website	www.stmarksacademy.com
Twitter	@stmarks_academy
Office Opening Times	7.00am – 5.00pm
Phone Number	020 8648 6627

Trust Information

	Anthem Trust
CEO	Andy Yarrow
Address	Highbridge House 16-18 Duke Street Reading RG1 4RU
Website	www.anthemtrust.uk

