

THE BOXING ACADEMY

SAFEGUARDING AND ATTENDANCE ADMINISTRATOR CANDIDATE INFORMATION PACK



Introduction

The Governors of the Boxing Academy are seeking to recruit a Safeguarding and Attendance Administrator. This is a significant opportunity for an ambitious candidate to develop their own leadership and to help shape the future of one of the UK's most successful Alternative Provision schools. The academy provides an alternative pathway for children who have failed in (and been failed by) mainstream education, operating with the spirit of a boxing gym. For any candidate, aligning with this vision and wanting to work to improve the life chances of vulnerable and disadvantaged students is vital.

The Boxing Academy converted in May 2017 to become an Alternative Provision Free School. Since then, it has delivered on its mission of delivering high quality education and development to the most hard-to-reach young people, realised through the discipline and ethos of boxing. The Academy has gained a local and national reputation for excellence by consistently achieving some of the best outcomes of any AP in the country.

In 2017, in recognition of these achievements, the Boxing Academy was named the Tes AP school of year. In March 2020, following its most recent OFSTED inspection, the school was graded 'Outstanding'.

Diversity

The Boxing Academy is passionate about diversity and recognise that as individuals we all bring something unique to the role regardless of age, gender, race, beliefs or disabilities which is why we treat all our people equally, without compromise. We are committed to ensuring that the recruitment and selection of staff is conducted in a manner that promotes equality of opportunity.

The Boxing Academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which all applicants must undergo.

Background of the Boxing Academy

The Boxing Academy was established as a charity in 2007. The Academy addresses a need within the current education system: that the most vulnerable and challenging students do not receive the level of support that they require in mainstream settings. It is our experience that these children then become disengaged causing a cycle of exclusion, failure and low self-esteem which often results in permanent exclusion and has profoundly damaging outcomes in the short- and long-term for the pupils, their schools, their families and the wider community. We reverse this cycle by helping the pupils address their issues and giving them the skills they need to succeed in education and build a productive and happy adult life.

Our Students

The lives of most of the children at the Boxing Academy are often chaotic with no consistent adult presence at home. The experience of these children in education has been profoundly negative and they have low self-esteem and poor confidence. As a result, they can become rude, disruptive and unable to comply with any sort of instruction in a school environment. It has been our experience that for the young people referred to the Boxing Academy, the purpose of education is a mystery; indeed, to some the education system seems to be an elaborate punishment. Our unique approach uses an intensive mentoring system within a framework of small class sizes, high-quality teaching, personal learning support and daily exercise in boxing training to help even

the most difficult-to-reach children to re-engage with their education. All our staff receive training in trauma and attachment awareness, which is employed alongside their key skills of emotional intelligence and compassion.

Why Boxing?

Boxing benefits our students by getting them fit, teaching them teamwork, anger management and discipline, and improving their confidence and concentration. This school is not, however, aiming to produce competitive boxers, in fact many of the students have no interest in Boxing. The value is in the relationships that grow in the gym. We employ boxing coaches in this role because young people instinctively look up to and respect the strong role models within the boxing gym who present a positive image of respect for others, discipline, responsibility, a work ethic and good manners.



The boxing coaches support their students in the gym and the academic classes which allows the academic teachers to teach without interruption. Our approach to boxing training offers pupils the opportunity to expend their energy in a purposeful manner, to channel their aggression and to learn teamwork, discipline and the acceptance of authority. The support and encouragement they receive improves their self-esteem and confidence, while creating a positive cycle of achievement. Our students are interesting, challenging, lively, bright and funny: attributes that contribute to the unique atmosphere found in the classrooms and the boxing ring.

Curriculum

We currently offer a core curriculum of six GCSE or equivalent subjects including maths, English, Science, Art, RE and PE. The Academy also offers the capacity to sit exams in students' community language if appropriate. Curriculum delivery is interspersed with boxing sessions, and SMSC, PHSE and British Values. We also offer careers advice, and free to participant trips such as residential outward bounds holidays and an annual ski trip to the Alps.

The curriculum at the Boxing Academy is constantly reviewed and assessed for impact so that we can be sure it meets the needs of our cohort and their ever-changing circumstances.

"The curriculum is designed to prepare pupils for life in modern Britain. Staff quickly get to know each pupil, so that they can provide individualised support. They model the personal characteristics and traits needed to be a successful adult. They listen carefully to pupils' concerns and interests... Staff ensure that every pupil goes on to suitable education and training when they leave. Pupils follow courses leading to GCSE qualifications. These have been deliberately chosen to give pupils a concrete starting point for future study. Teachers quickly assess pupils' academic needs. They know that many have gaps in their learning. Some have special educational needs and/or disabilities (SEND). The needs of these pupils are met."

- OfSTED 2020

JOB DESCRIPTION

JOB TITLE:	Safeguarding and Attendance Officer
ACCOUNTABLE TO:	SLT
SALARY RANGE:	£22,147 BA Scale 18 (FTE £29,529)
HOURS:	8.30 – 4.30 daily, term time only

JOB PURPOSE

- To promote positive attitudes by students and families towards education.
- To meet targets in relation to school attendance.
- To support the work of the Designated Safeguarding Lead and Assistant Designated Safeguarding Lead through administration and office support.
- Maintain SG electronic database and paper files.

Main Responsibilities

Attendance

- To monitor attendance and actively work with the SLT to ensure the consistent implementation of key interventions.
- To contact parents regarding absence issues daily, and track.
- To monitor the impact of the interventions on a regular basis, and in a timely fashion.
- To be responsible for the register and the day-to-day systems and processes related to the school attendance, and to provide the SLT with attendance analysis and data to produce reports as required.
- To respond to welfare call giving attendance information regarding looked after children.
- To monitor attendance of specific groups.
- To maintain contact with parents/carers regarding issues of attendance. Check the attendance email boxes and voicemails daily and update the MIS with any absence data. Monitor throughout the day and respond as necessary.
- To attend and participate in meetings as required - provide attendance data for other meetings taking place eg- exclusions, review meetings.
- To participate in the administration and development of school reward systems in relation to attendance.
- Send warning letters out to parents of students who have poor attendance, and to complete and send referral forms to the relevant officers for students with poor attendance / children missing in Education.

Safeguarding

- To provide general administrative support for the Designated Safeguarding Lead and the Assistant Designated Safeguarding Lead, including phone calls, emails and other communication.
- To maintain student safeguarding files and uphold confidentiality at all times.
- To be the administrator for the Safeguarding software. Using the resources tabs, creating reports for the Safeguarding lead and DSL. Assist with raising concerns.
- To assist with Safeguarding training for staff. Track and monitor staff training records.

- Ensure any Safeguarding files received are uploaded to my concern and then filed promptly and securely in the Safeguarding cupboards. Maintain the accuracy of both.
- Ensure that when a student leaves any Safeguarding files are forwarded on promptly accurately and securely.
- Safeguarding bulletins- Send out weekly Safeguarding bulletins from the DSL or Safeguarding lead to parents and also any critical or emergency bulletins.
- To comply with the Academy's policies and procedures in respect of: (1) safeguarding, (2) health, safety and security, (3) confidentiality and (4) data protection.

Expectations of all members of the Boxing Academy staff

- Act with professional integrity at all times.
- Consistently demonstrate the high standards expected in the school.
- Act with honesty and transparency with regard to your work.
- Adhere to school policies and procedures at all times.

Professional Standards

- Treat all members of the community, colleagues and pupils, with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Read and adhere to the various policies of the school as expressed in the Staff Handbook and Policies.

Health & Safety

- Promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others.

Safeguarding

The Boxing Academy is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow our child protection procedures. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

This job description is additional to the basic duties outlined in contracts and reflects the policies agreed by the Governing Body. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Person Specification

Qualifications	Essential	Desirable
5+ GCSE's, including English and Maths	x	
Knowledge and Skills		
Working knowledge of IT packages including Microsoft Word, Excel and Powerpoint	x	
Excellent interpersonal skills with the ability to interact effectively and professionally with young people, colleagues and parents	x	
Good literacy, numeracy and ICT skills	x	
Excellent administrative and organisational skills	x	
Ability to work within the academy policies, procedures and expectations	x	
Ability to prioritise workloads and work to given deadlines	x	
Excellent accuracy and a meticulous attention to detail	x	
Ability to work in an organised and methodical manner	x	
Ability to work as an effective team member	x	
Ability to be remain calm and effective in the face of difficult situations and pressure	x	
Ability to convey straightforward information, orally and in writing to colleagues, students and parents	x	
Experience		
Experience of working within an educational environment or with young people	x	
Experience of working in a busy environment and the ability to respond positively to high work demands and at times, extreme pressure	x	
Experience of handling confidential information appropriately		x
Experience of undertaking a range of clerical and administrative duties, including data input and retrieval	x	
Experience with SEN and other aspects of vulnerability in young people.	x	
Personal Qualities & Attributes		
Proven tact and diplomacy when dealing with adults and young people.	x	
Commitment to following academy expectations with regard to professional behaviour	x	
Reliable honest and trustworthy	x	
Excellent telephone manner	x	
Understanding of the benefits and ethos of Boxing		x