

# Recruitment Information Pack



## **Administrative Assistant to the Pastoral Team**

25 hours per week – term time only, plus three training days

Grade 6: £14,427 – £14,658 (actual salary)

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# Vision, Values and Ethos

## LiFE Multi Academy Trust

## Bringing Learning to LiFE

**Vision:** We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that that no school can be deemed successful unless all those around it, are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each school is seen as a leader of and vital to its local community; each school is regarded as fundamental to the identity of its surrounding community.

### Values:

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing the diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies.

## The Winstanley School

### Widening horizons and enabling excellence

Staff and Students have created the values that The Winstanley School stands for in promoting learning for life.

All members of the community SHINE.

This means we believe in:

Supporting others

Hard work

Independence

Never giving up

Excellence

Everything we do is related to these values

## We SHINE

## Our offer to new staff joining The LiFE Multi Academy Trust and our schools

### Professional Capital:

**‘We believe in getting the right people, getting them to work together and getting them to stay’**

Strategy	Description
<b>Putting your trust in our Trust</b>	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
<b>Coaching</b>	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
<b>Personal Improvement Plan versus Performance Management</b>	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our ‘Personal Improvement Plan’ (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
<b>Health and Wellbeing Strategies</b>	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> <li>● providing employees with a safe, healthy and supportive environment in which to work</li> <li>● recognising that the health and wellbeing of our employees is important</li> <li>● providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged</li> </ul> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
<b>Presumed Professionalism</b>	We have a ‘Presumed Professionalism’ ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.

## Our offer to new staff joining The LiFE Multi Academy Trust and our schools (continued)

<p><b>Development of Professional Capital and Excellence</b></p>	<p>As a Trust we always look to invest in our staff and pride ourselves on our ‘home grown talent’. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.</p> <p>Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <ul style="list-style-type: none"> <li>● The National Professional Qualification for Senior Leadership (NPQSL)</li> <li>● The National Professional Qualification for Headship (NPQH)</li> <li>● The National Professional Qualification for Middle Leadership (NPQML)</li> <li>● The Outstanding Teacher Programme (OTP)</li> <li>● Initial Teacher Training (ITT)</li> </ul> <p>Pathways are available at apprenticeship level, ECT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are led by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>
<p><b>Great access to progression and leadership responsibility</b></p>	<p>Further evidence of our investment in ‘home grown talent’ is that 86% of our TLR holders have been internal appointments. We have clear professional progression pathways within the CPD offered throughout the year at all levels within the Trust.</p>

## Our offer to new staff joining The LiFE Multi Academy Trust and our schools (continued)

<b>Collaboration across all schools</b>	We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.
<b>Sabbatical and flexible working policies</b>	We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.  Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.
<b>Strong Induction Process</b>	It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.
<b>ECT Programme</b>	We offer newly qualified teachers a robust, supportive and bespoke training programme which will enable you to develop into an outstanding teacher.
<b>Continued ECT and RQT support</b>	Where possible we try to ensure that ECTs and second year teachers have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.
<b>3D Networks</b>	3D Networks are an opportunity for faculties to share good practice and new ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.
<b>Attendance of staff</b>	Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

We are always looking for highly quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our schools

# The Application Process

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Applications to be completed via ETeach

A phone call, followed by an email will be sent to shortlisted candidates to confirm details of the interview process.

## **Queries**

If you have any queries on any aspect of the application or need additional information, please contact Miss S Hambleton on 0116 2898 688

Thank you

# Advert

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## **Administrative Assistant to the Pastoral Team** **25 hours per week - term time only, plus three days for training** **Grade 6: £14,427 – £14,658 (actual salary)**

The Winstanley School is an 11-16 Leicestershire school situated in the heart of the Braunstone Town community. We are all small school with a strongly inclusive ethos and family atmosphere. We aim to be a force for good in our local community by producing students with great results who are fantastic citizens. Winstanley is increasingly the school of choice for parents living in the local community and has been recognised as good by Ofsted.

We are seeking to appoint a reliable, committed and enthusiastic administrative assistant to support the Pastoral Team at The Winstanley School. The successful candidate will have good IT, communication and organisational skills and be able to promote the vision, and to live the values of the Winstanley School and the Trust.

This role offers candidates an exciting opportunity to contribute to the School's relentless drive for excellence. The role is based at The Winstanley School. We do, however, encourage the opportunity to develop professionally within different contexts and situations, working in partnership with other schools across the Trust.

Please apply via the LIFE Multi Academy Trust website, vacancies page (see link below):  
<https://www.lifemultiacademytrust.org.uk/vacancies/the-winstanley-school-vacancies/>

**The closing date for completed applications is 9 am on Monday 18<sup>th</sup> November 2024**

*LIFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.*

*At LIFE Multi Academy Trust we embed the principles of equality, diversity and inclusion into everything we do. As a Trust we actively encourage applications from those in minority groups and with diverse backgrounds.*

The Winstanley School  
Kingsway North, Leicester, LE3 3BD  
Tel 0116 2898 688, email [shambleton@winstanleyschool.org.uk](mailto:shambleton@winstanleyschool.org.uk)  
Executive Head Teacher: Dave Bennett



November 2024

Dear Applicant

### **Administration Assistant to the Pastoral Team**

Thank you for your interest in the above post. As Headteacher, I am very proud to lead the Winstanley School. It is a small, dynamic school which is a very welcoming and friendly place to work. The staff are passionate about providing all the young people, irrespective of the challenges and difficulties they face, with the best opportunities and experiences possible. OFSTED highlighted how well we are doing when we were inspected in September 2023. Details of the report can be found on our website.

We are seeking to appoint a Pastoral Administrative Assistant who has energy, enthusiasm and enjoys working in a busy environment. This role is to support the pastoral team and requires someone who is able to be self-motivated, organised and flexible. The successful applicant will provide support by maintaining data and spreadsheets and by communicating with parents via phone, email and letters.

The successful applicant will join the Pastoral team and support the team to enable the students to have the best possible chance of success and to achieve great outcomes. The pastoral team are a friendly, dynamic and hardworking team who are committed to ensuring that every student is supported and cared for. We are seeking an individual who:

- Relishes the challenge of working in a dynamic and busy team
- Is resilient and has great attendance
- Wants to make a positive difference

The following information is included in this pack:

- Personnel Specification and Job Description;
- An application form can be downloaded from our website;

If you are interested in applying for our post, please complete the following:

- Application form;
- Letter (of no more than one side of A4), outlining your relevant experience and why you have chosen to apply for the role.

The Personnel Specification indicates the specific skills and qualities we are interested in and where we expect to make judgements of these in the selection process.

Further details about the school can be found on the website at [www.winstanleyschool.org.uk](http://www.winstanleyschool.org.uk)

Your application should be sent to Sue Hambleton, PA to the Headteacher **by 9.00 am on Monday 18<sup>th</sup> November**

I look forward to receiving your application.

Yours sincerely



Dave Bennett  
Executive Headteacher

# Job Profile

<b>School:</b>	<b>The Winstanley School</b>
<b>Job Title:</b>	<b>Administrative Assistant to the Pastoral Team</b>
<b>Grade:</b>	25 hours over 38 weeks, plus three training days Grade 6: £14,427 – £14,658 (actual salary)
<b>Responsible to:</b>	Assistant Head of School Inclusion and Support
<b>Key Relationships/ Liaison with:</b>	Assistant Head of School Inclusion and Support/Lead Head of House/Attendance Manager
<b>Job Purpose:</b>	To provide reliable, efficient and organised administrative support to the pastoral team to ensure the smooth running of the behaviour and attendance systems.
<b>Responsibilities:</b>	
<ul style="list-style-type: none"> <li>● Administrative support for the Pastoral Team</li> <li>● Administrative support for the behaviour systems</li> <li>● Administrative support for the attendance systems</li> <li>● Administrative support for the Uniform Shop and student Chromebooks</li> <li>● Communicating with parents through phone calls texts, emails and letters</li> <li>● Working with the Assistant Head and Lead Head of House to improve behaviour and attendance systems.</li> </ul>	

# Personnel Specification

	Essential	Desirable
<b>Qualifications</b>		
GCSE grade C or above or equivalent in English and Maths	✓	
Evidence of relevant professional training/development within the last five years		✓
<b>Experience</b>		
Competent in the use of IT applications	✓	
Experience of working in a school		✓
Ability to communicate effectively within a team	✓	
Ability to communicate effectively with parents and students	✓	
Ability to work effectively both as a team member and independently	✓	
<b>Knowledge</b>		
Experience in the use of office applications e.g. Excel/Word	✓	
Experience of using Arbor		✓
<b>Personal Qualities and Skills</b>		
Strong interpersonal skills and ability to communicate clearly	✓	
Able to demonstrate evidence of self-motivation	✓	
To be well organised, methodical and able to prioritise work to meet deadlines	✓	
Ability to manage constant and often conflicting demands	✓	
Enthusiasm for working with, and supporting young people	✓	
To have a positive and cheerful disposition	✓	
<b>Enhanced DBS required</b>	✓	
Commitment to act in an anti-discriminatory manner at all times and ensure that staff within the team respond accordingly	✓	