

Pastoral Admin Application Pack



Dear Colleague

Thank you for your interest in Edgar Wood Academy, a new school serving the local community in Middleton and Heywood. Opening in temporary accommodation in September 2021, the school moved to its permanent location in September 2022, a state-of-the-art building, with stunning views of the local countryside. Helping our students realise their potential lies at the heart of everything we do. By promoting our values of Resilience, Empathy and Responsibility and a culture of mutual respect and compassionate rigour, we aim to inspire and engage all pupils, regardless of prior attainment or social background.

By joining our school, you will be part of an exciting journey, building the school from its early foundations and helping to create and embed its ethos, values and culture. We believe in creating a purposeful and calm environment which allows our teachers to teach and our students to learn. As a result, we will improve student achievement through high-quality teaching in a safe and caring environment. We value each individual child in our school and recognise that each has different talents and gifts, which will be nurtured over the course of their time with us. We also support every student to develop personally and academically, so that they have the knowledge and skills to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

Hopefully it is already clear from reading this letter that our aims are simple: to help students realise their potential through a culture of mutual respect, positive behaviour, and high standards. Our aim is to have students do the right thing because they should, rather than because they must. We aim to inspire and engage all students, regardless of prior attainment or social background.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague. You must be willing to share and learn. We wish to appoint someone who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

It is important to note that Edgar Wood Academy benefits from being a part of the Altus Educational Partnership. The Trust currently comprises of four academies - Rochdale Sixth Form College, Edgar Wood Academy, Kingsway Park High School and Bamford Academy.

The Trust's mission and vision are to:

- Advance education in the borough of Rochdale so that young people go on to live happy and fulfilling lives and make positive differences to their communities and society.
- Create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough.

I look forward to your application and if you have any questions, or wish to visit the school prior to interview, please do not hesitate to contact my PA, Debbie Barlow on 0161 676 9620.

Yours sincerely



Paul Jones
Headteacher

Making Your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your application by email to recruitment@altusep.com.

Deadline

The deadline for the post is **Thursday 1st August 2024** to arrive no later than 12.00 midday.

Interviews are due to take place week commencing **Monday 5th August 2024**.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

The post will be paid on support staff salary scale point 12 to 17 (£26,421 - £28,770)

Actual for term time plus 2 weeks is £23,998- £26,132

Start Date

As soon as possible

For an Application Pack, contact: recruitment@altusep.com

Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

Background Information

Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome Year 7 children from the areas of Middleton and Heywood in September 2021. Our intake this year is 195 places, with a total of 485 places being offered since in September 2021 within Years 7-9.

In our first year we were based in a temporary site in the grounds of Hopwood Hall College, Middleton Campus, whilst the new school was completed. From September 2022, Years 7, 8 and 9 students at Edgar Wood Academy have been able to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

Altus Education Partnership

Edgar Wood Academy is currently one of four institutions in the Altus Education Partnership (a Multi-Academy Trust) alongside Kingsway Park High School, Bamford Academy and Rochdale Sixth Form College (*“TES 6th Form College of the Year 2021”* and *“Ofsted Officially Outstanding 2022”*). Edgar Wood Academy and the Trust have a very strong educational reputation in the local community and are in a financially robust position. The Trust works as a partnership of equals, where all Academies are distinctive institutions working together for the benefit of all students, within which, Headteachers and local Governing Bodies have delegated authority and associated autonomy. The Trust expects to expand further in the next few years, working with Academies in the Primary and Secondary phases to improve the quality of education across the borough.

Altus Education Partnership are committed to supporting all children in their Academies to progress to a successful career, life and employment path of their choice.

All our Academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our Academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders and Teachers will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all Academies in the Trust.

Altus Education Partnership Values

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.
- Dedication to the borough of Rochdale and its surrounds.

- Collective responsibility for one another and the results of all our students – ‘if one fails, we all fail’.

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

Shared Objective for all Staff

"To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.

Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

We promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

Role Description

Job Title:	Pastoral Admin
Reports to:	Deputy Headteacher
Remuneration:	The post will be paid on support staff salary scale point 12 to 17 (£26,421 - £28,770). Actual for term time plus 2 weeks is £23,998- £26,132.
Contract:	Permanent – 37 hrs per week – Term Time Only plus 2 weeks
Start Date:	As soon as possible

Responsibilities:

To undertake a variety of administration tasks to contribute to the smooth running of the Pastoral team in order to efficiently support the staff and students of the Academy.

Main Tasks

Behaviour

- To take phone calls and messages on behalf of the pastoral teams.
- To make phones calls on behalf of the pastoral team.
- To manage the Pastoral Office administratively.
- To make appointments with parents and other stakeholders on behalf of the pastoral team.
- To produce letters, i.e., students who are on report, in IR, FTS, PEX.
- To keep a log of PSP's that are currently active, maintain a diary of review dates and set up reviews administratively.
- Set up reviews of PSP's administratively.
- Produce a PEX file within the required guidelines (LA training course required)
- Attend behaviour panel meetings and minute take.
- Prepare behaviour panel files for all meetings
- To receive and process incoming calls, passing on messages to the appropriate staff.
- To prepare and present informative reports to parents/carers.
- Liaise with partner professionals responsible for students' welfare, care and guidance i.e. alternative provisions, managed moves etc.
- Monitor and report back on pastoral targeted pupils.
- Prepare weekly, half termly and termly data for leadership team and external visits including Ofsted
- Be minute taker for cluster PEX panels
- Run detentions daily

General Administration

- To undertake a comprehensive range of administration tasks, ensuring that work is prioritised, and deadlines are met
- To receive and process incoming calls, passing on messages to the appropriate staff.
- To be one of the contacts for correspondence regarding free school meals, collating and updating the Academy free school meals records with data received from the Local Authority.
- To undertake reprographic tasks, ensuring that departments are supported
- To maintain and update student records
- To prepare large scale distribution of letters both via paper and the parental communication apps
- To operate the school telephone switchboard, answering calls and either transferring or taking messages as appropriate
- To greet visitors at reception, answer queries or advise member of staff of arrival, as appropriate.
- To cover all reception duties during break, lunchtimes and staff absence
- To draft and type letters, documents and reports, some of a confidential nature.
- To maintain accurate records and files, contributing to the development of administrative systems and processes.
- To record and frank outgoing mail.
- To carry out other administrative duties as mutually agreed.
- To organise refreshments, set up meeting rooms and undertake hospitality duties

Core Duties

- To support the academy ethos
- To contribute to academy-wide events including curriculum-focused events as part of the wider curriculum team, as and when required
- To be aware of the academy's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, mission statement, regulations and policies of the academy and its commitment to equal opportunities.

Safeguarding children and young people

Altus Education Partnership is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Other Duties

1. The post holder will be subject to performance objectives agreed annually.
2. The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • At least to GCSE grade C or equivalent in maths and English • First Aid at work qualification or willingness to undertake training • Evidence of commitment to continued professional development • Good levels of numeracy and literacy 	
Experience, Skills and knowledge	<ul style="list-style-type: none"> • Ability to take accurate meeting minutes and collate in the appropriate manner. • Ability to collect and process behaviour data for a range of data/parental reports • Understanding of attendance law and Altus Policy • Use of pupil attendance tracker document • Good Literacy, Numeracy and ICT skills • Good organisational skills • Ability to encourage learning by building positive relationships • Good interpersonal skills with the ability to liaise effectively with other staff • Calm and adaptable with an ability to work within a flexible and busy environment • High level of discretion and confidentiality • High expectations of behaviour and ability to challenge without confrontation 	<ul style="list-style-type: none"> • Experience of diary management across a number of staff members. • Experience of the Permanent Exclusion process across all stages.

	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to work cooperatively and sensitively with others, both independently and as part of a team • Ability to create a professional and welcoming office environment for staff, students and visitors • Committed to personal professional development and training • Enthusiastic and motivated • Committed to equal opportunities and working in a multi-cultural environment • Ability to display a calm, tactful and responsible attitude • Flexible approach and the ability to adapt to change within the working environment • Ability to take instruction and to work on own initiative 	

EDGAR WOOD

academy



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