



**MOSSBOURNE
VICTORIA PARK
ACADEMY**

**Pastoral and Safeguarding Administrator
Recruitment pack**



Our academy

The Mossbourne story began in 2004 with a clear but challenging mission - to improve academic outcomes in a borough with some of the lowest rates of attainment in the country. Over the past sixteen years, Mossbourne Academies have been at the vanguard of truly dramatic change in terms of the quality of education and outcomes in Hackney, now one of the best places to be educated in the UK. Mossbourne Victoria Park Academy opened in 2014 in order to serve the community in the south-east of the borough. We deliver an outstanding education to 840 local children.

We are not a normal school. Our incredibly high expectations for behaviour and courtesy create a calm working atmosphere for students and staff, which means that teachers can focus one hundred percent on teaching and students have one hundred percent focus on learning.

The Administration Team

The Administration department consists of front-line office staff who work together to ensure the smooth running of the Academy and perform administrative duties at each of the Federation Academies. They work under the direct supervision of the PA/Senior Administrative Officer for each Academy in a vibrant and busy front-office environment.

The Pastoral Team

The Pastoral Team consists of two Associate Vice Principals, the Head of SEN Inclusion, the Heads of Year, and the Attendance and Welfare Officer. The Pastoral Team are essential in maintaining the purposeful, disciplined and nurturing environment, in which Mossbourne students excel. The Pastoral Team support the smooth running of the Academy day to day and contribute to the longer term strategy for maintaining superb standards.

Why work for us?

The chance to really make a difference to the young people who need it the most

Our students need the best possible teachers as they have to overcome significant disadvantage in order to succeed. 44% of our students are eligible for the pupil premium grant, 20% have a special educational need and 34% have English as an additional language.

Our results put us in the top 75 schools in the country for pupil progress, because we believe all students can succeed and go to great lengths in order to achieve this.

A fantastic working environment

We place ultimate value on respect for staff; behaviour is beyond outstanding, the teacher is sacred. This is a school in which you can really teach. The school is housed in a beautiful Grade II listed Huguenot building and a purpose built modern one. As you would expect, classrooms are all fully equipped.

Pay

Competitive

A truly supportive culture

We offer excellent and frequent opportunities to reflect on and improve your practice.

A range of benefits and perks— including but not limited to: Season Ticket Loans; Tax free bicycle purchase, Recruitment Applicant Awards; Free staff fitness classes; Corporate gym membership; Tax free child care vouchers; Discounts at local restaurants; Employee Assistant Programme.

Main areas of responsibility

The post holder's key responsibilities are, but not limited to:

Play a key role in supporting a dynamic and industrious team, whose role is to ensure that the pastoral care of students is of the very highest standards at all times. You will have particular responsibilities in the area of Transition and Admissions. This includes the yearly movement of students from primary school to secondary school, the yearly movement of students from Year 11 to further education or training, in-year-admissions, appeals, and admissions via the Fair Access Panel.

Duties will be varied but are likely to include the following:

- To provide administrative support and related assistance to all members of the pastoral team covering a range of activities and deliver a timely administrative service to meet the Academy's needs
- The post holder will report directly to the PA/SAO, however, activities may also be directed by either of AVPs with responsibility for pastoral care
- To support the AVPs in the analysis of, and long term planning for, pastoral care at MVPA
- To support the AVPs in the administration of all matters pertaining to Safeguarding and Child Protection including the safeguarding register, the proper management and maintenance of Child Protection files, and the preparation and transfer of all Child Protection files to students' new institutions at the end of Year 11
- To maintain clear and effective safeguarding systems and other confidential systems as directed by the AVPs
- To maintain a high degree of confidentiality with regards to issues concerning staff and students and respond positively with tact, sensitivity and awareness to pupils and parents
- To be the first point of contact for all admission enquires and manage the In-Year admission process and waiting list
- To be responsible for appeals administration and represent the Academy on the appeals panel
- To be responsible for the Year 6 to Year 7 transition process and support the Transition Team in preparing for the new intake each September
- To make full and appropriate use of the IT at the school and develop computer aided administration which supports the work of the school
- To evaluate and improve your own practice, which may lead to improvements in the day-to-day running of the school and take responsibility for personal professional development

- To maintain professional portfolio of evidence to support the Performance Management process
- To attend necessary training to be a Designated Safeguarding Lead
- To attend Pastoral Team meetings and support other Academy events as required.
- To support the Principal, the PA to the Principal, and AVPs in the administration of all matters pertaining to exclusions including - letters, collation of work, and the organisation of Pupil Discipline Committee meetings when required
- To be responsible for the compiling and ordering of the staff and student planners
- To support the Pastoral Team in the management of student behavioural records e.g. Pastoral Support Plans and Behaviour Support Plans
- To be responsible for all pastoral data entry including, Detention Spread Sheets, Form Tutor Reports, and Head of Year Reports, ensuring all pastoral documents are scanned and attached to SIMS
- To collate, amend and update student files and reports including SIMS
- To contact parents in matters pertaining to pastoral care when directed by a member of the pastoral team
- To establish and maintain good relationships with students, parents/carers, colleagues, contractors and other professionals
- To undertake any other duties requested by a manager of a similar level that are commensurate to the level of this role.

General Administration (when required)

- Write and distribute defined written communications, including the daily academy bulletin
- Update and maintain the relevant school calendar
- Produce reports, letters, newsletters and other publication materials
- Assist with general office duties including the handling of incoming and outgoing post, telephone enquiries dealing with queries as far as possible, and referring to other members of staff as necessary
- Cover all reception duties
- Send text messages to parents when directed by SLT/PA/SAO
- Maintain and update Parent Pay
- Welcome visitors adhering to all safeguarding and security protocols
- Conduct school tours
- Assist with the management of the meeting room facilities including the presentation of the rooms and the booking system
- Carry out a range of other administrative duties, filing, photocopying, typing etc., assigned by the SAO
- Ensure compliance within the school of data protection regulations
- Support the Pastoral Team in the administration of the Academy Rewards System including the Achievement Mark Shop

- Attend training sessions and meetings as required
- Undertake First Aid duties, including, but not restricted to the accompaniment of students to hospital, if necessary
- Perform other duties, including covering the essential work of absent colleagues in all Federation schools, commensurate with the grading of the post, as directed by the Line Manager

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification at any time after consultation with the post-holder.

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
E	<ul style="list-style-type: none">Experience of working in a school environment is required, with knowledge of school data systems and attendance	✓	✓	✓
E	<ul style="list-style-type: none">Punctuality, reliability and ability to maintain a high level of confidentiality is essential	✓	✓	✓
E	<ul style="list-style-type: none">Ability to communicate positively and effectively at all levels with excellent written and spoken English	✓	✓	✓
E	<ul style="list-style-type: none">Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail and remaining 100% focussed	✓	✓	✓
E	<ul style="list-style-type: none">Ability to be an effective team member using initiative, being proactive and having a flexible approach to work	✓	✓	✓
E	<ul style="list-style-type: none">Ability to understand and take full account of visitor needs	✓	✓	✓
IT knowledge				
E	<ul style="list-style-type: none">Excellent ICT skills, including a good working knowledge of the Microsoft Office Suite, specifically Word and Excel	✓	✓	✓
D	<ul style="list-style-type: none">Advanced knowledge and use of MIS including SIMS; data entry, running reports, general operations	✓	✓	✓
Behavioural Competencies				
D	<ul style="list-style-type: none">To have a strong understanding of the Academy: its culture, climate and values	✓	✓	
E	<ul style="list-style-type: none">To act in accordance with authority, organisational standards, needs and goals of the Academy	✓	✓	
E	<ul style="list-style-type: none">Ability to dress, in accordance, to the standards expected by the Academy in a professional Reception function	✓	✓	
E	<ul style="list-style-type: none">Ability to be flexible and to provide cover at short notice is an essential	✓	✓	

E	<ul style="list-style-type: none"> Proactive approach and efficient time manage- 	✓	✓	
E	<ul style="list-style-type: none"> Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation 	✓	✓	
Applicable to all staff				
E	<ul style="list-style-type: none"> Undertake training as required to so in order to fulfil the requirements of the role 	✓	✓	✓
E	<ul style="list-style-type: none"> Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings 	✓	✓	✓
	<ul style="list-style-type: none"> Recognise your role as part of the succession of Mossbourne 	✓	✓	✓
E	<ul style="list-style-type: none"> Play an active role in terms of Safeguarding all students and adults 	✓	✓	✓

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the Pupils are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian, and other minority ethnic descent. Injustice, discrimination, and intolerance go against the core tenets of the Mossbourne ethos.

Application process

Please submit your application through our website:

www.mossbourne.org/vacancies/

The closing date for this vacancy is 27th August 2021

We encourage early applications as we will interview and **may appoint before the closing deadline.**

To discuss this post or to arrange a school visit please contact us on 020 8510 4550 or enquiries@mypa.mossbourne.org

