

All Saints Academy

Pastoral Support and Administration

If you share our commitment to social justice and believe all children deserve an excellent education, we would love to hear from you.

Scott Simpson-Horne
Headteacher



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Key Details

Salary

Grade D

Salary FTE: £26,824 – £29,540

Actual Salary: £22,972 – £25,297

Location

All Saints Academy

Hours

37 hours per week/39 weeks per year

Interviews

TBC

Closing date

Monday 29th June at 9am

Required from

September 2026

Our mission is to deliver transformational education and provide experiences that enable the entire community to flourish.

How to apply

For further information please email: vacancies@asap.org.uk

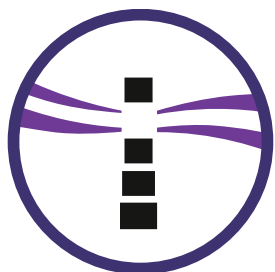
An application pack can be found at <https://www.tedwraggtrust.co.uk/vacancy> or click on the apply now button



The Ted Wragg 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 are subject to an Enhanced DBS check.



About All Saints Academy



Welcome to All Saints Academy, Plymouth

This is an exciting time to be part of All Saints Academy, Plymouth. Recently, we have secured the school's first ever Ofsted 'Good' judgement, attracted record numbers of primary applications, and continue to improve our results year on year. We have also been recognised as having one of the highest staff satisfaction levels across our Trust.

Our school is part of the Ted Wragg Trust, an ambitious and inclusive Trust of schools whose mission is to transform lives and strengthen our communities to make the world a better place. As an employee, you will get to enjoy all the benefits of working in a smaller school, whilst also benefitting from the experience and resourcing of a much larger network.

The academy values – Love, Legacy, Bravery – align fully with the Trust's commitment to ensure all pupils thrive regardless of social-economic background. We ask all our staff to be committed to the idea of social justice and help make All Saints a beacon for education across the South West and Beyond.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity.

Our values ensure that all of our students are developed during their time here at the academy, academically, socially, morally and spiritually.

All Saints Academy is part of the Ted Wragg Multi Academy Trust, a values driven, rapidly growing 2 – 18 Trust with a relentless focus on transforming lives through learning by delivering outstanding outcomes for every student, regardless of background. Our priority is to ensure that our pupils, regardless of social-economical background can learn, thrive and be successful. With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our students.

I am very proud to be Headteacher of All Saints Academy, Plymouth which is a very special place to work. I am looking for an exceptional person for this post and as you read through this information pack, if you wish to find out more, please get in touch. Thank you for taking the time to consider this post and if it is right for you, I look forward to receiving your application.



If you share our commitment to social justice and believe all children deserve an excellent education, we would love to hear from you.



A Warm Welcome from our CEO



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



Moira Marder, OBE

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow our Headteachers**.

This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love through our values

How we will succeed



Job Title (Grade D)

Pastoral Support and Administration

Key purpose of the role

The pastoral support and administration role will provide student regulation support, attendance monitoring and administrative support for our pastoral systems across the school. The role focuses on ensuring accurate attendance tracking, responding swiftly to student welfare concerns, maintaining effective pastoral records, and supporting the smooth operation of the school's pastoral provision. The post holder will play a key role in promoting student engagement, safeguarding, and accountability through robust monitoring and communication processes.

Your responsibilities

Attendance Monitoring and Regulation

- Welcome students who access the school via the back student entrance and ensure attendance marks are appropriate.
- Monitor lesson-by-lesson attendance throughout the school day, ensuring all unexplained absences are identified and followed up promptly.
- Review and process all N codes during every lesson period, ensuring students are located and attendance records are updated accurately, working with the duty student to support lesson checks.
- Liaise with teaching staff, pastoral teams, and support staff to establish the whereabouts of students who are not present in lessons.
- Ensure attendance registers are accurate and completed within required timescales.
- Escalate concerns regarding missing students in line with safeguarding and attendance procedures.
- Maintain clear records of attendance investigations and actions taken.
- Check attendance of students to Alternative Education Placements (AEP).

Pastoral Administration

- Provide administrative support for the school's pastoral systems and processes.
- Maintain accurate and up-to-date student pastoral records, ensuring confidentiality and compliance with data protection requirements.
- Support the organisation and administration of pastoral meetings, reviews, and intervention programmes.
- Produce attendance, behaviour, and pastoral reports as required by year leads.
- Assist with the administration of student support plans, pastoral interventions, and reintegration programmes.
- Ensure completion of AEP paperwork.
- Provide administrative support to the admission process.
- Provide administrative support to our transition process, including year 6 to 7.

Student Welfare and Support

- Act as a key point of contact for attendance and pastoral enquiries from staff, students, and families.
- Support students who require pastoral assistance by ensuring concerns are communicated to the appropriate staff members.
- Work closely with Heads of Year, safeguarding staff, attendance teams, and senior leaders to support student welfare and engagement.
- Contribute to early identification of students requiring additional support through attendance and pastoral monitoring.
- Complete specific pastoral interventions as directed with targeted students.

Regulation Area

- Ensure students are accessing the regulation area in an appropriate manner.
- Support students who need assistance to regulate before entry into the lighthouse and harbour and provide them with regulation activities if appropriate.
- Support students with break and lunchtime food orders, as well as toilet supervision.
- Ensure expectations of the regulation area are upheld at all times.
- Quality assurance of equipment being used in the removal rooms.
- Contact parents/carers as and when required to discuss student behaviour within the behaviour rooms.

Communication and Parental Engagement

- Contact parents/carers regarding attendance concerns and unexplained absences where appropriate.
- Ensure timely and professional communication with families regarding attendance, welfare, and pastoral matters.
- Maintain positive working relationships with families to support improved attendance and student engagement.

Collaboration and Communication

- Work collaboratively with pastoral leaders, safeguarding teams, SEND staff, and senior leaders to ensure effective support for students.
- Attend relevant meetings and provide updates regarding attendance, regulation, and pastoral administration.
- Contribute to the wider pastoral strategy and whole-school priorities relating to attendance, engagement, and student wellbeing.
- Promote high standards of professionalism, accountability, and student care in all aspects of the role.
- To undertake additional duties as required, commensurate with the level of the job.

Role Criteria

- Support colleagues to familiarise themselves with their role.
- Establish the best course of action using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines
- Make decisions which have a material effect on internal operations of their own or other departments.
- Work maybe subject interruption but the program of tasks will not be subject to significant change.
- Good standard of practical knowledge/skills to be able to undertake more complex tasks

Person Specification

Attributes	Essential	Desirable
Qualifications		
NVQ 3 / A Level or equivalent experience	X	
GCSE (or equivalent) in English and Maths	X	
First Aid or willingness to train	X	
Experience		
Experience of working in a role involving both administrative responsibilities and direct interaction with students and parents/carers	X	
Experience of working in a school setting, particularly within pastoral, behaviour, attendance or regulation provision	X	
Experience dealing with challenging situations, confidently and calmly, including responding to behaviour concerns	X	
Experience supporting students with behaviour or emotional regulation needs	X	
Experience of contacting parent/carers regarding behaviour, attendance or welfare concerns	X	
Experience of managing sensitive information and maintaining accurate records	X	
Experience of using school MIS systems (e.g. Bromcom, ClassCharts, CPOMS)	X	
Experience of working in a fast-paced environment where prioritisation responding to urgent issues is required	X	
Skills		
Ability to build positive relationships with students, including those who may be disengaged or presenting challenging behaviour	X	
Ability to manage and support students in a regulation space, helping them to refocus and re-engage with learning	X	

Attributes	Essential	Desirable
Strong verbal skills, with the confidence to hold clear, professional and sometimes difficult conversations with parents/carers and students	X	
Ability to remain calm and consistent in high-pressure or emotionally challenging situations	X	
Ability to multitask with student supervision and administrative duties such as attendance monitoring and ClassCharts logs	X	
Ensure accuracy in attendance data, safeguarding records and pastoral documentation	X	
Follow the schools' policies on behaviour, attendance etc		
Work effectively with year leads, safeguarding team and teaching staff to ensure consistent student support	X	
Maintains confidentiality and acts with discretion at all times	X	
Commitment to equality, inclusion, and the safeguarding of vulnerable groups, ensuring all pupils feel safe, supported, and able to achieve positive outcomes.	X	
Able to fulfil all aspects of the role with confidence and fluency in English	X	
Ability to analyse attendance and behaviour data to support interventions		X
Knowledge		
Understanding of how to support students with behavioural, emotional, or regulation needs.	X	
Understanding of safeguarding responsibilities, including recognising and escalating concerns appropriate	X	
Knowledge of school attendance procedures and statutory requirements.	X	

Understanding of behaviour management strategies and inclusive pastoral approaches.	X	
Understanding of safeguarding responsibilities, including recognising and escalating concerns appropriately.	X	
Familiarity with the purpose and operation of a regulation or isolation provision in schools.	X	
Knowledge of confidentiality and data protection requirements in a school setting.	X	
Values		
Ambitious: works hard, has the highest standards and is positive for the future.	X	
Selfless: is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities.	X	
Collaborative: builds strong relationships and network.	X	

#lifeattedwragg

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can **reach their full potential, with dignity, respect, and equal opportunities for all**.

We value the unique contributions of each individual, recognising that **diversity strengthens our community and makes our Trust a positive place to work and grow**.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to **transform the lives of the children in our Trust**.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at [www.tedwraggtrust.co.uk/workwith us](http://www.tedwraggtrust.co.uk/workwithus)



The Ted Wragg Institute



We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute (TWI)** delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



Sustained

Frequency is critical, not time span



Practice-Based

Create new habits



Domain-Specific

Create new habits



External Expertise

Challenge the familiar & refresh ideas



Professional Buy-In

Purpose & benefits eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.



Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account **to enable excellence**. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

Key Concept: Leadership



We believe that great leadership:



Fiercely educates



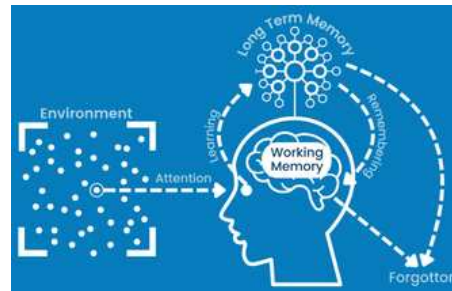
Thrives in a complex system



Is locally enabled

Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.



Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.

Microsystem

Child

- sleep well
- eat breakfast
- Follow school rules and routines
- attend school regularly

Family

- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- Ensure attendance is good

School

- Behaviour, Health and Safety
- Accessibility, Safeguarding Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

Mesosystem

- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHS and Early Help

Macrosystem

- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work.

When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:

 <p>Exceptional development and networking opportunities</p>	 <p>Cost of blue light cards can be claimed through expenses</p>
 <p>Free annual flu jab, eye test and allowance for glasses</p>	 <p>Exclusive discounts, cashback and vouchers</p>
 <p>Free, confidential employee helpline. Available 24-7 through Health Assured</p>	 <p>Access to Wisdom app to support your mental health</p>
 <p>Up to 10% off all Pure Gyms</p>	 <p>up to the value of £2,000.</p>
 <p>Up to 2 days paid emergency time off for dependants</p>	 <p>Generous public sector pension schemes for all staff</p>
 <p>Timetabled instructional coaching for all teachers</p>	 <p>Family friendly policies and flexible working opportunities</p>



Our Trust Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Thank you for your
interest in working for
us!

