

Headteacher: Mr Scott Simpson-Horne
All Saints Church of England Academy
Honicknowle, Plymouth, PL5 3NE
www.asap.org.uk

Pastoral Support and Administration

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.

All Saints Academy is seeking a highly organised and proactive individual to join our team in a pastoral support and administration 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.

Candidates should be fully committed to our values of Love, Legacy, and Bravery and be willing to use these to underpin their practice. We ask all staff to share our belief in social justice and the transformative power of education.

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.

If you are able to meet the requirements of this role and want to make a genuine difference to students lives on a daily basis, we would love to hear from you.

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

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children.

All appointments will be subject to several safeguarding checks including an enhanced DBS check.

We are part of the Ted Wragg Trust, an **ambitious** and **inclusive** trust of schools **strengthening our communities** through **excellent education**.