

Job title:	Pastoral Administrator	Salary:	£19,000-£21,000 dependent on experience	Contract term:	Permanent. Term Time Only (plus 1 week). 9.00am-17.30pm three days a week (currently Mon-Wed), one day a week 7.00am - 4.30pm (currently Thur), and one day a week 9.00am- 4.30pm (currently Fri).
-------------------	------------------------	----------------	--	-----------------------	--

Responsible to:	Second in Charge of Pastoral Care	Responsible for:	N/A
------------------------	-----------------------------------	-------------------------	-----

<u>Mossbourne Federation</u>
<p>The Mossbourne Federation is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Since 2004 the Federation has nurtured Sir Clive's dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of 'Excellence', 'No Excuses' and 'Unity'. Through upholding these core values, Mossbourne will be the first academy federation whose schools are without exception, exceptional.</p> <p>The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within The Mossbourne Federation.</p> <p>The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and which includes The Mossbourne Federation Sixth Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).</p>

<u>Mossbourne Victoria Park Academy</u>
<p>At Mossbourne Victoria Park Academy (MVPA) we continue to build on The Mossbourne Federation ethos to provide an exceptional education for all pupils in our care. With learning at the heart of everything we do, MVPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs with the belief that all students can fulfill their true potential. Our staff deliver excellent lessons; our pupils enjoy a vibrant enrichment programme and have access to debate, speech making and presentation training through our oratory specialism. Our excellent teaching staff work in a rewarding environment where everyone pulls together for the same thing; the best possible deal for our pupils.</p>

<u>Pastoral Team</u>
<p>The Pastoral Team consists of the Vice Principal, the 2nd in Charge of Pastoral Care, the Head of SEN Inclusion, the Heads of Year, the Pastoral Liaison, the Pastoral, Safeguarding and Academy Liaison Officer, 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.</p>

Pastoral Administrator

Our support staff are an integral part of what we do. They embody the same professional qualities of integrity, team-work and attention to detail as our teaching staff.

As the Pastoral Administrator you will 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. The role requires exceptional organisational skills, an ability to prioritise workload, and flexibility. No two days are ever the same in this confidential and diverse role.

Key Accountabilities

- 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 Second in Charge of Pastoral Care, however, activities will also be directed by the VP, the five Heads of Year and the Pastoral Liaison.
- To support the Pastoral Team in the management of pupil behavioural records (e.g. Pastoral Support Plans and Behaviour Support Plans).
- To support the Pastoral Team in the administration of the Academy Rewards and Sanctions System including the Achievement Mark Shop, Detention Spread Sheets, Form Tutor Reports, and Head of Year Reports.
- To be responsible for all correspondence relating to exclusions and pastoral matters, including taking accurate minutes of meetings.
- To be responsible for all pastoral data entry, ensuring all student documents are scanned and attached to SIMS and all student information is entered on SIMS.
- To maintain clear and effective pastoral records/filing, and other systems as directed by the Second in Charge of Pastoral Care.
- To maintain a high degree of confidentiality with regards to issues concerning staff and pupils and respond positively with tact, sensitivity and awareness to pupils and parents.
- To provide general administrative services to all members of the pastoral team e.g. processing correspondence and prioritising items and responses, and maintaining logs and actions taken.
- To support the DSLs in the administration of all matters pertaining to Safeguarding and Child Protection.
- Cover Reception during absences, lunch and meetings as necessary.
- To work directly with students in matters pertaining to pastoral care when directed by a member of the pastoral team.
- To contact parents in matters pertaining to pastoral care when directed by a member of the pastoral team.
- To make full and appropriate use of the ICT 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.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year 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				
D	<ul style="list-style-type: none">Experience of working in a busy reception area and/or of working in a school environment, preferably with some knowledge of school data systems	✓	✓	✓
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	✓	✓	✓
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				
D	<ul style="list-style-type: none">Advanced knowledge of the Microsoft Office Suite, specifically Word and Excel is an essential requirement of the role	✓	✓	✓
D	<ul style="list-style-type: none">Advanced knowledge of the SIMS	✓	✓	✓
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 	✓	✓	
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 	✓	✓	✓
E	<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 students 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.