



READING BLUE COAT SCHOOL

JOB PROFILE INFORMATION PACK

Academic Secretary (Pastoral)



Closing date for applications: Friday 20 July 2018 at 9am

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Applications may be submitted by CV or School Support Staff Application Form, which can be downloaded from our website "Vacancies" page www.rbc.org.uk/vacancies/

This should be submitted with your letter of application, by email to recruitment@rbc.org.uk. You will be required to complete an Application Form if invited to interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.



READING BLUE COAT SCHOOL

BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school with 760 pupils. Boys aged 11 – 18 and girls aged 16 – 18. The School was founded in 1646 by Richard Aldworth, a merchant of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital.

In 1947, Reading Blue Coat School moved to the magnificent 46 acre estate of Holme Park in the Berkshire Thames side village of Sonning, four miles east of Reading, where it remains today. The ethos of the School derives from its Christian foundation and traditions, fostering care and consideration within the community. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The School employs in excess of 160 salaried staff, of whom about 50% are academic staff.

FACILITIES

The School enjoys excellent facilities and continues to invest in the site.

Key developments over the past six years include;

- the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches;
- the Sixth Form Centre;
- a Psychology and Geology Centre;
- a riverside boathouse;
- an IT Centre;
- a Design & Technology Centre;
- a Drama Studio;
- and various other amenities have been completed.

The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building.

The Governors have further ambitions for the School and we have planning permission for the next phase in our development which will include:

- a new Grounds, Maintenance and Activities Centre;
- a new Performing Arts Centre.

ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics and French in Year 7, Languages in Year 8 and Science



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in Year 10. Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.

In Year 11, all pupils take qualifications in English, Maths, Science, and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies in Year 10.

In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Government and Politics and Psychology A levels. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers, residential trips and the School's own UP (university preparation) programme. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.

The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2017 academic results were impressive; the A Level results were Blue Coat's best ever with 82.7% achieving A*-B and at GCSE the School has achieved 90% A*- B five years running.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2017 just under 90% of students achieved places at their preferred university.

PASTORAL

Pastoral care focused on the individual is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy, and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through music, sport, drama and public speaking.

SPORT

Reading Blue Coat has an enviable reputation both locally and nationally for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential – physical fitness and skill, teamwork and learning how to win and lose. Sports are coached to a very high level while providing for, and encouraging, those for whom participation rather than excellence is important.

Major sports are athletics, cricket, football, rowing, rugby and girls hockey and netball. Other competitive sports include, but are not limited to, badminton, basketball, boys hockey, cross country, golf, tennis and touch rugby.

DRAMA, MUSIC AND THE ARTS

Reading Blue Coat School has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at Reading Blue Coat are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally.



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Music is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summer time" – an outdoor festival of the arts, and other eclectic events that take place across the year.

CO-CURRICULAR

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat School offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh, Young Enterprise, Film Club, Archery, Creative Writing and Journalism.

COMMUNITY

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by our founder, Richard Aldworth. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports. Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Further afield, the School has an established partnership with a school in Ghana.

Further information is available on the School's website at www.rbcs.org.uk

Contact for questions about careers at the School and the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU or by email to recruitment@rbcs.org.uk



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JOB DESCRIPTION

ACADEMIC SECRETARY (PASTORAL)

Line Manager: Deputy Head (Pastoral)

Department: Academic Administration

Background:

The School is a busy day school that is in full flow between the hours of 8:30 am and 4:30 pm when the 760 pupils are present, although is active before and after those times. This will inevitably mean that whilst there is a rhythm to the year, no two days are likely to be the same.

The Deputy Head (Pastoral) is the Designated Safeguarding Lead for the School.

The Academic Administration function is led by the School Secretary and Office Manager, and in addition to this post comprises two other secretarial staff with whom you will work closely and assist whenever necessary.

Each supports one of three Deputy Heads who have individual responsibilities for staff development, academic curriculum and pastoral care. The Second Master oversees the day to day academic operations of the School.

Main Purpose of the Post:

This role is responsible for providing a secretarial and administrative support service to the Deputy Head (Pastoral) to enable the efficient and effective operation of the School, particularly in respect of pastoral well-being, co-curricular life and personal development of the students. Co-Curricular activities involve sport, trips, drama, music and the Duke of Edinburgh's Award Scheme.

Main Duties and Responsibilities:

1. Support the Deputy Head (Pastoral), and other Deputy Heads as required, in their work on a daily basis.
2. Take messages via telephone and email; dealing with pupils in person when the Deputy Head (Pastoral) is unavailable.
3. Field routine enquiries from parents by phone and email ensuring a response is provided in a timely fashion.
4. Ensure Deputy Head (Pastoral) is made aware of urgent messages, generally of a safeguarding nature, by email, phone or finding him whilst teaching.
5. Provide admin support to Section Directors, Heads of Year and Chaplain.
6. Monitor Deputy Head (Pastoral) emails. Prioritise and deal with accordingly.
7. Management of Deputy Head (Pastoral) Calendar.



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8. Arrange meetings with parents, staff, pupils, co-curricular staff.
9. Take minutes at various parental or pastoral meetings and assist in the production of any agendas and materials for weekly and half termly meetings for the Directors of the Lower School and Middle School and Heads of Year.
10. Check pupil registration inbox and update SIMS (information management system) with any absences that have been sent through. Chase missing registers, advise appropriate member of staff of absences, follow up on missing pupils, record on SIMS.
11. Management of email inbox for Lower and Middle School. Circulate information to appropriate staff and record on SIMS.
12. Monitor the worried@rbc.org.uk inbox for any messages that come through and ensure they are urgently dealt with by either Deputy Head (Pastoral) or Section Director.
13. Liaise with School Counsellor on a weekly basis arranging pupil appointments, venues and liaising with parents and teachers.
14. Manage Safeguarding/Vulnerable Pupils list across the school.
15. Assist in the administration and organisation of school events as required, such as Digital Awareness, Sex Education, Alcohol etc.
16. Receive mobile phones confiscated by staff. Record and store securely until collected. Advise tutor and parents.
17. Administration for the ordering of sports/co-curricular kit. Liaising with suppliers, receiving and distributing kit.
18. Request pastoral or academic data on pupils and collate data to produce Interim Report for Heads of Year.
19. Assist Heads of Year with relevant Focus Weeks including production of surveys, collating responses, attend meetings and minute taking.
20. Administer the ordering of student planners. Liaising with suppliers, receiving and distributing to tutors for the new Academic year. Monitor, record and invoice for (when appropriate) lost planners.
21. Produce pupil tracking sheets and student profile forms for tutors prior to target setting date.
22. Arrange tutor group allocation meetings for new Year 7 pupils, Years 8 into 9 and 11 into 12 pupils.
23. Assist Deputy Head (Pastoral) with sorting tutor group allocations/rooms for start of each term.



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24. Organise Year 7 and 9 Parent Reception Evenings, including catering, IT set up, liaison with parents, tutors and prefects.
25. Uploading relevant Safeguarding information to Safeguarding Hub on Intranet and advising staff.
26. Arrange and organise several termly calendar planning meetings.
27. Raise purchase orders and authorise payment of invoices using FMS (on line order processing system).

Additional Duties

- The post holder is responsible for promoting and safeguarding the welfare of pupils at the School.
- The post holder is responsible for using technical and operational knowledge to ensure a safe environment.

Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.



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PERSON SPECIFICATION

ACADEMIC SECRETARY (PASTORAL)

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Essential

- Previous Secretarial experience.
- Strong communication and interpersonal skills.
- The ability to manage upwards in support of the Deputy Head (Pastoral).
- The ability to manage a busy workload.
- Well-organised, thorough and persistent.
- Ability to identify and work to deadlines.
- An excellent command of the English language – both written and oral.
- Awareness of the importance of Child Protection.
- Confident user of ICT, including Microsoft Office programmes and databases.
- Able to maintain the highest levels of confidentiality.
- Have a confident, warm and welcoming manner both in person and on the telephone.
- Have a smart professional appearance (male staff are expected to wear jackets and ties and female staff appropriate business dress).
- Be able to take an active role in the promotion of the School and its aims and ethos.

Desirable

- Previous experience of working in a school.
- Experience of using SIMS (school information management system and educational database). Training on this system will be provided.



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SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- **Contract Status:** Permanent contract. Term time only (plus 1 additional week during school holidays). Planned start date 30 August 2018 for the start of the new Academic year or as soon as possible thereafter.
- **Salary:** c. £28,000 pro rata dependent upon experience and qualifications. Payment for 41.7 weeks per annum (including paid leave entitlement). Actual earnings of c. £22,500 per annum. Salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments throughout the year.
- **Place of work:** Reading Blue Coat School, Sonning on Thames, Berkshire.
- **Working hours:** 37.5 hours per week. From 08:30 to 16:30, Monday to Friday, with 30 minute meal break.
- **Leave entitlement:** A paid holiday entitlement of 6.6 weeks per annum FTE, 5.3 weeks actual, (i.e. pro rata to weeks worked in the year and to contracted period of service in year of commencement/leaving), and inclusive of public and bank holidays on a pro rata basis. Holiday year runs from 1 April to 31 March annually.
- **Pension:** A contributory employer's pension scheme is available (5% employee contribution; 8% employer contribution). A voluntary salary sacrifice scheme is in place.
- **Meals:** Lunch and refreshments are provided free of charge by the School.
- **Parking:** Free Car parking is available on site.
- **Child Care:** Tax saving Nursery Partnership Scheme is offered by salary sacrifice to reduce employees' child care costs.
Child Care Voucher Scheme offered by salary sacrifice.
- **Fee Discounts:** Reduction in RBCS school fees for employees' children offered after 6 months service.
 - 50% reduction for all full time staff, pro-rated for part time staff
 - Fees (from 1 September 2018) are £5,565 per term
- **Sports facilities** Membership of the School Sports Centre with access to fully equipped gym and swimming pool.

Full details and terms and conditions of employment will be issued if an offer of employment is made.



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POLICY STATEMENT

CHILD PROTECTION

- Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people.
- The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

Interview

- The selection process will test and assess the above issues. As required by regulation, the interview will be based on;
 - 'competency questioning',
 - and where appropriate will address: the candidate's attitude towards children and young people;
 - his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
 - gaps in his/her employment history;
 - Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:
 - 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;
 - Attitudes to use of authority and maintaining discipline.

Recruitment, selection and disclosure policy and procedure

- Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Vacancies" page.