



Pastoral Support Administrator
The Oaks Academy
Grade 4 + Pension Scheme (LGPS)

For a confidential discussion about this post with the Deputy Headteacher, more information, or to arrange a visit, please contact the school on 01270 661223 or admin@theoaksacademy.co.uk





General Information for Applicants from the Headteacher

Thank you for expressing an interest in a vacancy here. On behalf of everyone at The Oaks Academy, I extend you a very warm welcome.

The Oaks Academy is an 11-16 school, situated in the former grammar school, in a pleasant area of traditional housing in the south western part of Crewe. The school joined The Learning Alliance in September 2020 and I joined the school as headteacher in January 2021. Most recently I have held roles in the Alliance as headteacher in another of our schools and also led the provision of trust teacher training and national leadership training qualifications.

At the school we are committed to making the Oaks the school of choice for our local community. Well qualified, caring and committed staff are critical to delivering a balanced and rounded education with a focus on all students achieving their potential. We will support you with a range of professional development experiences through in-house CPD as well as benefitting from the trust's staff development opportunities. The trust provides a well-established initial teacher training programme, an early career teacher programme, and a range of professional development opportunities. By joining our school you will also benefit from shared in-service training and links with our partner schools. Being part of The Learning Alliance will mean you would benefit from our networking and close collaboration with departments, faculties and other areas of provision as part of our school.

We provide for students of all abilities and differing backgrounds, and as part of our team you would gain significant experience of areas beyond your subject discipline. We consider safeguarding our children as an absolute priority and we ensure staff receive regular support and relevant training. We have a strong SEND provision and from September will be offering a curriculum pathway for our most able. We are also planning on offering scholars programmes to promote and develop individual student talents and achieving excellence. You will be attached to a year team and act as a Form Tutor. We would encourage you to become actively involved in the full life of the school.

We are committed to providing an aspirational, challenging and supportive environment where each student is expected to aim for the highest standard in all aspects of school life and beyond. We work in partnership with students, parents and carers to improve outcomes but we are equally passionate about the personal and social development of students outside of the classroom, and encourage students to take part in a range of extra-curricular programmes and opportunities to develop as life-long learners.

I would encourage you to visit our website (www.theoaksacademy.co.uk) to get a fuller understanding of life here at The Oaks Academy and if you have any questions that you would like to ask please do not hesitate to contact us. I very much hope that you want to join our team and I look forward to receiving an application from you.

Peter Kingdom
Headteacher
The Oaks Academy

JOB PURPOSE

The Pastoral Support Administrator supports the Pastoral Team in ensuring high standards of attendance, behaviour and welfare are supported and maintained across the school. The role will require regular contact with families, external agencies and internal staff. Effectively responding to enquiries and managing sensitive situations is an important aspect of the job. You will also be required to support students who may be experiencing social, emotional or behavioural difficulties. You will play an important role in ensuring students attend school and assist in removing barriers to any student accessing school.

KEY SKILLS

You will be an enthusiastic, flexible, and committed team player with excellent communication skills and a positive attitude. The role requires an ability to multi-task and it is necessary to be organised and remain calm in a busy environment. You need to have excellent IT skills and be able to adhere to deadlines. You will be willing to become a first aider for the school.

KEY RESPONSIBILITIES

This role will be situated within our student reception area. Students and parents use this entrance throughout the day and will be a hub for pastoral support and student related matters.

You will support the Pastoral Team in managing behaviour by:

- maintaining logs and ensuring procedures are followed when parents are notified by Pastoral Managers of any high-level behavioural issues e.g. suspensions and exclusions
- informing parents about general behaviour issues and incidents e.g. lateness to lessons, inappropriate behaviour, uniform concerns and detentions
- liaise with parents about arrangements and timings for school meetings including booking meeting rooms
- producing documents to support the Pastoral Team e.g. presentations and key management summaries

You will support the Pastoral Team in managing attendance by:

- developing strong working relationships with the Pastoral Team and School Attendance Officer to identify and support school attendance issues
- maintaining and managing an accurate student register system
- monitoring pupil attendance and notifying appropriate school staff e.g. Deputy Head, Pastoral Leads, School Attendance Officer
- checking missing marks within registers and reminding staff to complete where required
- ensuring absence communication is received and actioned e.g. calls, voicemails and email
- making first response calls where needed, to safeguard all students in line with school policy
- processing, inputting and extracting data held on the management information system (SIMS) in order to produce attendance data reports for a variety of audiences e.g. SLT and Governors
- marking in students who arrive or leave within the school day
- updating and monitoring school attendance tracker
- producing attendance letters to be sent out to parents/carers as required
- dealing with correspondence promptly e.g. requests for term time leave and student medical notes
- accompanying staff on welfare visits as necessary
- keeping apprised of any changes within SIMS and relevant education legislation e.g. coding changes
- participating in school emergencies as required including school evacuation procedure

GENERAL DUTIES

Notwithstanding the detail in this job description, in accordance with the Multi-Academy Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Executive Principal/ Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Safeguarding

It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with, within the school.

Health and Safety

- Be mindful of and cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your Line Manager as soon as practicable

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018) and Data Protection Act (2018)
- 4) Safeguarding children

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

ATTRIBUTES	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> Mathematics and English GCSE A-C or equivalent a range of experience of working with children and young adults an interest in supporting children in education, with a particular emphasis on supporting students with behaviour and attendance. Aim to strive towards good and outstanding standards ICT capable. 	<ul style="list-style-type: none"> Previous experience in behaviour management and appropriate strategies Previous work in a school environment Recent experience in a pastoral role Knowledge of Sims/CPOMs and SchoolComms
Skills and Abilities	<ul style="list-style-type: none"> Effective oral/written communication skills Numeracy High level of accuracy and attention to detail Flexible approach to work Ability to relate to students, staff, parents and external agencies Ability to work under pressure and to tight deadlines Confident, positive and motivated and have integrity Excellent organisational skills 	<ul style="list-style-type: none"> Ability to establish a coherent action plan and achieve success criteria Ability to establish priorities and work to strict deadlines
Personal Qualities	<p>A range of personal and interpersonal skills appropriate for the position, including:</p> <ul style="list-style-type: none"> resilience empathy tolerance and understanding sensitivity a sense of humour discretion confidentiality judgement self-confidence the ability to motivate and persuade prioritisation skills the ability to handle complex and competing demands the ability to command authority and respect 	<ul style="list-style-type: none"> Demonstrate personal confidence and drive Take responsibility for defining own learning and development needs Develop self to meet the demands of different and changing situation Ability to demonstrate self-control when under pressure