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**Copthall School**

**Candidate Information Pack**

**Pastoral Administrator**

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***A Positive Learning Environment that inspires a passion for learning so that every student progresses and thrives***

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Dear Candidate

Thank you for your interest in the position of Pastoral Administrator at this exciting time for our organisation. I would like to welcome you personally, and I hope that you will find here all the information you need to inspire you to join our team.

Our school is unstoppable in its pursuit of Excellent Education for All, which has been highlighted by Ofsted 2018. We have been recognised for the rapid transformation and excellent progress of students and have been awarded **Good** status. The full report can be accessed using the following link: <http://www.copthallschool.org.uk/226/ofsted>

Our Governing Body is strong and highly ambitious for the school. Their recent award by the NGA for Outstanding Governance is further evidence of their ambition. They have a wealth of expertise in a range of areas and are very committed to ensuring we deliver first class educational opportunities to the communities we serve and make a difference to the lives of the girls who learn with us.

Over the last three years, Copthall has gone from strength to strength as we raise standards, enrich the lives of our students, focus on staff wellbeing and workload and continue to be a good and improving school. Our priority remains the same in that we offer our students a highly personalised academic experience – one that ensures that all our students receive an excellent education. We have an extensive enrichment programme involving mentoring, cultural activities/visits/trips, STEM workshops, a full careers programme and a range of partnership opportunities involving universities, businesses, charities and alumnae.

In addition, our collaboration with Mill Hill Independent School offers a range of joint opportunities for all students from leadership, tutoring, philanthropy extended projects and a variety of bespoke and unrivalled programmes that benefit our young people.

In preparing our students for the future we will endeavour to provide them with the skill set they will need including complex problem solving; critical thinking; creativity; emotional intelligence; judgement; and decision making; negotiation and cognitive flexibility. We want to ensure they play important influential and aspirational roles, ready to make a positive contribution to society.

For the third year running, we celebrated another very successful year in our examination results. Our preliminary P8 score is +0.9 which places us in the top 3% in the country for progress. 90% of English grades were 9-4 with increases in outcomes for both Maths and Science. One of our students was the highest achieving history student in the whole country and gained a suite of grade 8s & 9s. Our A-level results were equally impressive with our A\*-C grades increasing from 61% in 2018 to 74%. In addition to this, students who sat vocational subjects did equally well with the average grade a Merit+.

InSeptember 2018 we launched our STEM Scholarship Programme across all year groups, including the Sixth Form. Students were involved in a wide range of workshops and enrichment activities tailor-made to students’ talent and potential.

We want you to look forward to each day at our school. We expect hard work, skill and dedication to our core values, and in return we will provide you with outstanding experiences and training opportunities. We have a strong focus on staff well-being and have a range of incentives including staff yoga and staff well-being days.

If you feel you can make a positive contribution to our school, please apply online via our website, [www.copthall.barnet.sch.uk](http://www.copthall.barnet.sch.uk). If you would like to discuss a role or have any queries, please call 0208 959 1937 or email [recruitment@copthall.barnet.sch.uk](mailto:recruitment@copthall.barnet.sch.uk). Visits to the school are also encouraged and welcomed.

I look forward to receiving your application.

Yours sincerely



Evelyn Forde

**Headteacher**

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**Headteacher**

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**ABOUT COPTHALL**

As a girls’ non-selective comprehensive academy, Copthall offers the rare opportunity of single-sex education for students of all abilities. We are a values driven school which was noted by Inspectors in May 2018 when they commented “The school’s values of respect, equality for all, support and safety, aspiration and responsibility underpin this improving school’

Many girls stay on to join our vibrant Sixth Form, from where the vast majority progress to higher education, with a number achieving places at Russell Group universities. In addition, the school also offers a strong and varied vocational curriculum. “Students benefit from strong teaching and outcomes, which are rigorously checked by effective leadership in the sixth form” *Ofsted 2018.*

**OUR LOCATION**

Copthall School is located in one of London’s more prosperous and leafy boroughs and the area offers a wealth of good quality social, sporting and shopping facilities. That does not mean however, that we do not have to face social issues similar to many inner-city schools and there is a substantial amount of deprivation in our catchment area.

**VISION AND VALUES**

Our Vision and Value statements are borne from our commitment to girls’ education, we want to ensure that they can take their rightful place in society. We work together to communicate the vision so that any obstacles to success are removed.

**Mission Statement:** Excellent education for all - *A Positive Learning Environment that inspires a passion for learning so that every student progresses and thrives*

**Values:**

* **Respect:** Pride and respect in the cultural diversity of our school and the global environment in which we live
* **Equality for all:** An environment of kindness and tolerance that demonstrates equality for all
* **Support and Safety:** A school that cares and is inclusive, supportive and safe for all
* **Aspiration:** Expectation and celebration of high standards of aspiration and achievement in learning and life
* **Responsibility:** Being responsible and ready for learning

**Vision:**

* To empower every member of the school community to reach their full potential
* To equip our young women with the skills to enjoy, succeed and have choices in their adult lives
* To be an outstanding first choice school for young women
* To provide an inspirational, exciting and broad education
* To create a positive learning environment that inspires a passion for learning so that every student progresses and thrives (this is the teaching and learning vision)

**FOCUS**

We have a relentless focus on improving teaching and learning; this includes collaborative planning and coaching, both of which have been hugely developmental for staff. The way we improve teaching is through a series of steps which allow teachers to improve on one aspect of their teaching at a time before moving onto another area. We also use leadership coaching, according to need. Both models facilitate teachers to spend significant time on chosen aspects of their practice, in line with research into effective professional development and the motivating effect of autonomy.

The DNA of our school is *good* and we will continue to strive for excellence. The Governors and I hope you would want to be part of our journey.



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**Copthall School is committed to the protection and safety of Children and young people. All staff are expected to share this commitment.**

**Job Description of Pastoral Administrator**

**Salary:**  **SCP 8 – SCP 11**

**Hours: 36 hours per week / 42 weeks per year**

**Responsible to: HR / Office Manager**

**Job Purpose**

The role of the Pastoral Administrator is to support the School’s Pastoral Team and Senior Leadership Team by using a range of administrative skills, ICT software and organisational skills to ensure the smooth, accurate and consistent provision of the school’s policies.

**Responsibilities include**

1. **Student Welfare**

* To be first aid trained be part of the first aid rota, offering support to students and staff as necessary.
* To manage, update and disseminate medical needs information to all staff (working where necessary with the SEND department & DSL) this includes the management of information on SIMS. Monitor the medical incidents, accidents and Health Care Plans of students.
* Liaise with the school nurse; making appointments following referrals from the Director of Learning.
* To complete one weekly scheduled duty as directed by line manager.
* Where necessary to support with the supervision of students who have been withdrawn from lessons.

1. **Admissions**

* Complete the administration for casual admissions; working with the Attendance Officer to ensure that all relevant documents are collected and student files are created.
* To have a working knowledge of SAMs and where necessary, run reports to support the school’s admissions process.

1. **Home / School Liaison**

* Manage and maintain family’s Free School Meals applications and update information as needed on SIMs.
* To maintain professional, regular contact with parents / carers of students as necessary through use of email, telephone conversation and text message; where necessary keeping a log on communication.
* To lead on the administration of all Parents / Information Evenings as detailed in the academic calendar.
* When necessary to collect students from lessons to attend appointments / detentions / examinations etc.
* To liaise with families and relevant staff to manage risk assessments and support plans for students.

1. **Supporting with the tracking of students**

* To maintain the filing of all relevant student documentation.
* To collect samples of student work where necessary.
* To support the administration process for the collation of student and parental voice as directed by the Directors of Learning / Senior Leadership Team.
* To create the weekly whole school Key Indicators; sharing these with all staff and governors.

1. **General Administration**

* To support the pastoral teams with the ordering of stationary, School Planners (as relevant) and other necessary resources.
* To maintain a positive relationship with the suppliers of the school uniform and provide students with spare uniform where necessary.
* To store and log confiscated items – such as mobile phones and jewellery
* To support with day-to-day administration task including printing, copying, scanning, filing.
* Communicating with external companies to support the organisation of school events / trips.

**To use the following ICT software**

1. **Microsoft Office**

* To create individualised letters / reports / certificates / labels as necessary using mail merge.
* To manage the outlook calendars of colleagues in the Pastoral team.
* To create spreadsheets using excel which will help to track student progress, welfare and the consistency of school policies and procedures.
* To take detailed minutes of meetings including:
* Interservices
* DOL Meetings
* Year Team Meetings (as required)
* Parental Meetings
* To proof read and format letters as required.

1. **Epraise**

* Update and maintain the School’s Epraise account;
* Managing staff, student and parent logins
* Exporting weekly reports to monitor the activity of the users
* Running the School’s Epraise shop
* Setting up Parent Evenings
* Offering administrative support to staff, students and parents using the site where necessary

1. **Parentpay**

* Update and maintain the School’s Parentpay account;
* Managing staff and parent logins
* Exporting weekly reports to monitor the activity of the users
* Ensuring that staff and students do not have a negative balance
* Working with the School’s trips lead and other administration colleagues to set up school events on parentpay
* Creating registers to trips and events as requested
* To manage and maintain staff and student set up on the biometric system
* Offering administrative support to staff and parents using the site where necessary

1. **SIMS**

* Using SIMs to support the staff, parents, students and where necessary external agencies to monitor the progress, attendance, punctuality and needs of students
* To support the Attendance Officer to ensure that all registers and attendance information is kept accurate and up-to—date
* To support the Data Manager to ensuring that all assessment data is accurately collated
* To oversee the registers of Centralised and SLT detentions

**Other Duties**

* Any other duties at the discretion of HT
* Provide support in the absence of colleagues, including deputising for the Attendance Officer where necessary.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

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