UNIVERSITY OF BIRMINGHAM SCHOOL

Professional Services

Pastoral Administration Assistant

CANDIDATE INFORMATION

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For more information, please go to www.universityofbirminghamschool.org.uk. To arrange an informal discussion, please call 0121 796 5007

CLOSING DATE AS PER ADVERT

UNIVERSITY OF BIRMINGHAM SCHOOL

Dear Candidate,

I am delighted to write, as the Principal of the University of Birmingham School, to thank you for your interest in the role of Pastoral Administration Assistant.

We passionately believe that the purpose of education is to develop the character of our pupils and students so they actively pursue a good life. We want them to be confident, curious and ambitious learners; we want them to show compassion, empathy and patience in their relationships with others and we want everyone to find a place in their local and global communities where they can flourish and thrive. The successful candidate will share our passion to make a positive and lasting difference to the lives of our pupils and students.

Our academic curriculum is delivered by our staff together with a pioneering programme of Character Education that embeds an enrichment programme of clubs, societies, sport, drama, music, trips and visits into our extended school day. This approach is significantly enhanced by the full support of the University of Birmingham, to develop and integrate curricular, creative, sporting, intellectual and career enhancing links with our 'parent body'.

We have been delighted with the interest that the school continues to receive - being referred to by the Prime minister recently when she said:

"I want to build on the success we have already experienced when some of our great universities have stepped in to help by sponsoring or supporting a local school. Recently we have seen the University of Birmingham open an impressive new School for secondary school pupils and Sixth Formers".

As the first secondary 'University Training School' in the country, we aspire to play significant role in developing future generations of outstanding classroom practitioners, middle and senior leaders.

The Pastoral Administration Assistant will work closely with the whole School community to ensure the School delivers against its vision as it grows from a start-up operation to full capacity in 2020.

If you are someone with relevant experience, passion, expertise and vision, we offer an opportunity to work in a 'school for Birmingham', one that is designed to develop the flourishing citizens of tomorrow. We are committed to ensuring the well-being of our staff, but, at the same time, we have the highest expectations in terms of both quality of performance and commitment.

I hope you are as excited as I am by this challenging, yet immensely rewarding, opportunity. My team are happy to answer any questions you may have and I look forward to receiving your application.



Colin Townsend
Principal

The University of Birmingham School – Information for Candidates

The University of Birmingham School opened in September 2015 in a new building located on the University's Selly Oak campus. We admitted 150 students into the six Year 7 Forms and nearly 200 students into the Lower Sixth. In September 2016 the size of the school population doubled and will continue to grow until we reach capacity in 2019/2020.

Our aim is quite simple: to help transform the lives of our students by helping to raise their aspirations and to maximise their potential by accessing the widest possible range of educational opportunities. We do this by offering, in an extended school day, a broad and balanced academic curriculum, by supporting the development of well-rounded people of strong character in a diverse and comprehensive student body, who have access to world-class facilities, resources and expertise through close links with the University community.

About our Education

The curriculum in Years 7 to 9 includes Art, Biology, Chemistry, Computer Science, Dance, Design Technology Drama, English, French, Geography, History, Mathematics, Music, Physics, Physical Education and Religious Education. In the Sixth Form, for 2016/17 we are offering Art, Biology, Chemistry, Computer Science, Product Design, Geography, History, French, Mathematics and Further Mathematics, Music, Physics and Religious Studies.

The Form Tutor, Pupil and Pastoral Managers and Sixth Form Manager provide pastoral support and are the main conduit of communication between home and school on a day to day basis. Information about progress and attainment in terms of both their academic performance and enrichment involvement is provided, at least termly, together with an annual Parents' Meeting.

How is the University of Birmingham School different?

1. Character Education

A feature of many of the most successful and traditional schools in the country is that that their structures support, not necessarily by design, the development of character. Underpinning our ethos and provision is the first difference in our school - a focus on both 'taught and caught' character education.

2. Enrichment Programme

A second distinctive feature of the school is our extended school day in which a programme of enrichment opportunities is delivered by all teaching staff. This timetabled opportunity allows the teaching staff, alongside trainee teachers, university sports coaches and staff to provide an unparalleled programme of activities and host special activities.

3. Links with the University of Birmingham

The third distinctive feature of the School are the possibilities created through the extensive links with the University resources, staff, students, and alumni. This aspect is so crucial to our distinctive offer that it is overseen by a dedicated University-School Liaison Committee. The full range of opportunities will continue to grow as the School grows.

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Why should you apply to work at the University of Birmingham School?

We are committed to developing a school of the future, one focused to self-improvement and the pursuit of excellence in all aspects of our work and play. We aim to nurture, encourage and challenge all of our students to make the best of the opportunities available, to enjoy their time with us, and to realise their potential so that they can go on to make a real difference to other people and the communities in which they live.

We are seeking to recruit committed and ambitious individuals determined to transform the lives of our youngsters. In return, you will have the opportunity to work in outstanding facilities, with and for aspirational children and their parents/carers, and receive the best quality professional pedagogical and academic support to continue to develop your knowledge and skills in a unique and high profile environment. You will also have access to the physical and intellectual resources of a world class University which is determined to ensure this school is a happy and successful community from day one.

As the School grows to full capacity, the department and pastoral teams will grow and dependent also on performance, this will be reflected in the payment to those who hold leadership or responsibility positions. In addition, there will be growing opportunities to be involved in a whole myriad of professional development opportunities as we seek to exploit our position and utilise our resources to lead on research based teaching and learning.

We aim to play a full part in the learning community of Birmingham and beyond by developing exciting and ground breaking relationships with businesses and collaborations with other primary and secondary schools.

Whilst we will be expecting a lot of each member of our community, the well-being and happiness of all is a priority. From experience we believe that people work best in institutions that value and promote a 'high accountability but high autonomy' approach. But from time to time, events happen that affect our personal and working lives. Under such circumstances we will endeavour to provide the flexibility in approach and seek to provide access to whatever resources are required to support you when you need them.

We will expect you to do your best, to be an outstanding role model, to be committed to self-improvement, and, like the students, to demonstrate resilience and be fully committed to exploiting the opportunities available. We do hope, along the way, you will enjoy yourself and get the personal satisfaction and reward from doing what is the most important role in a modern society.

We look forward to receiving your application to what is a new school for Birmingham, a school of tomorrow, the University of Birmingham School. We intend that our graduates will go on 'make a difference' to the lives of others – the real value of a high quality education. Come and help us achieve this ambitious goal.

Indicative Pay and Benefits

Commitment to Staff

We recognise that our staff will be the School's most important asset and will value the commitment, support and goodwill of all those working at the School. To match our high expectations, we will ensure that we provide enhanced pay and benefits by:

- paying staff a single salary for doing an excellent job;
- broadly reflecting but simplifying the Standard Teachers Pay and Conditions Document (STPCD) whilst offering competitive, enhanced pay and benefits to match our enhanced expectations;
- maintaining a properly remunerated leadership and management structure within the School that reflects the levels of responsibility that staff undertake;
- making fair, justifiable, open, objective, and accountable decisions within agreed policies and procedures;
- promoting excellence, as well as a sustained, substantial contribution to the distinctive nature of the School;
- putting care for staff, their wellbeing and professional development at the heart of the School;
- establishing a culture of robust performance development and appraisal to underpin this policy;
- developing and maintaining a harmonious working environment.

Pension

All professional service staff will be eligible to contribute to the Local Government Scheme.

Benefits

It is intended that staff at the University of Birmingham School have access to the following benefits offered by the University, including salary sacrifice schemes. Other employee wellbeing support will be developed over the coming months.

Professional development	Access to University Library services and resources (SLT and subject leaders) Links to relevant University academic departments Discounted access to Masters programmes in the College of Social Sciences Access to University-led professional development courses
Travel	Cycle scheme Car leasing scheme Discounted travel passes
Family	Childcare vouchers University nurseries
Health & wellbeing	University staff rates at the new £55m Sports Centre (opened 2017) Dental and medical insurance Health cash plan

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Pastoral Administration Assistant - Job Description

The purpose of the Job Description and Person Specification is to provide information about the role, the qualifications skills and experience a successful candidate should have.

Salary	UoBS 1 - Starting at £16,650 per annum, with the potential to increase to £18,731 subject to performance (pro rata, term time only).
Reporting to	Assistant Vice-Principal
Hours	37.5 hours per week. There is an expectation you will be part of a rota system ensuring Professional Services are present in the School from 8 am until 5.30pm.

We are seeking to recruit a talented and appropriately qualified Pastoral Administration Assistant to undertake the following specific and general duties and responsibilities.

Core Purpose

Working closely with the Assistant Vice-Principal, school services team, teaching staff and Senior Leaders, the post holder will be responsible for ensuring an excellent administrative support for pupils, students and families. They will also help to support the running of a well-organised and engaging physical library.

Specific Responsibilities

The list of tasks below is illustrative of the general nature and level of responsibility of this post. This is likely to change over time in response to the School's needs and the experience and skills of the team as a whole.

School Services

As part of the School Services team, ensure an outstanding welcome and professional support for pupils, students, families, staff and visitors, as directed by the Assistant Vice-Principal, including:

- responding promptly and creating a calm, safe and supportive environment for parents, pupils, students and visitors to the School, as well as those enquiring via digital media, email and phone;
- Providing support for staff and students in the use of Library and Learning resources, including the Reading Cloud and other online resources;
- supporting pupils and students to either resolve any enquiries or issues raised or refer them to the appropriate member of staff if required;
- providing secretarial and clerical support as required, including diary management and minute taking;
- Maintaining the databases for external systems which support teaching and learning, including, but not limited to, STAR assessments, Kerboodle, Class Charts, Schools Buddy and PASS surveys, as well as supporting individual departments with their own online learning resources;
- Making arrangements for pupils and students to sit the relevant assessments and surveys, as directed by the senior leadership team;
- Ensuring parents and carers are able to access these systems as appropriate;
- highlighting any observations or concerns about individual pupils and students with the relevant Form Tutor or pastoral staff;
- being trained as, and acting as, one of the School's first aiders;

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General Duties

In addition to the Job Description there will be the following general duties. They may be modified as the school grows and develops by the Director of Operations, after consultation with you, to reflect or anticipate changes in your role commensurate with the salary and job title.

General Responsibilities:

To play a role, under the overall direction of the Principal, in:

- Managing staff and resources.
- Supporting the School's responsibility to provide opportunities for personal and professional growth of all staff.
- Creating a School environment with an outstanding care and guidance of, and for, each other.
- Supporting outstanding teaching and learning, achievement and behavior across the School.
- Carrying operational responsibility for the day-to-day management of the School.
- Undertaking any other professional duties reasonably delegated by the Principal, Head of School or Director of Operations.

Main Functions:

- To be an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning.
- Provide a flexible service that adapts to the changing needs of the School Community and responds to day to day situations as they arise.
- To ensure that a proactive customer service approach is adopted in all tasks undertaken.
- To be an excellent communicator with the whole School community.
- Ensuring that the School community has the right information at the right time to enable an excellent service.
- To contribute to the ethos of the School by participating and leading on enrichment activities.
- To be an active and supportive part of the wider professional services team.
- Take on relevant responsibilities that are both essential or add value to the School community. For example becoming a First Aider and / or Fire Warden.
- Be aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear.
- Consistently produce a high standard of written work.
- To be a professional role model with a clear understanding of tolerance and the importance of diversity.

School Improvement:

- Demonstrate the School's vision and values in everyday work and practice.
- Continually look to improve practice and keep up to date with latest developments related to your role.
- Be knowledgeable in your role and provide advice and guidance to the School community.

Developing Self and Working with Others:

- Develop positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets.
- Regularly review own practice, set personal objectives and take responsibility for own development.
- Manage own workload and that of others to allow an appropriate work/home life balance.
- Consistently enhance knowledge in relation to your role utilising self-directed learning.

Securing Accountability:

- Support the Principal in developing a school ethos which enables everyone to work collaboratively, to share knowledge and understanding, celebrate success and accept responsibility for outcomes.

Other Requirements:

- To be aware of all Safeguarding/Child Protection issues.
- To assist with registration as required.
- To carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments).
- To carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The University of Birmingham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background wills not necessary debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

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Pastoral Administration Assistant - Person Specification

Qualifications

- 5A*-C grades at GCSE including at least C grade in English and Mathematics

Personal Qualities and Relationships

- To have personal impact and presence;
- To be able to use own initiative for the good of the School;
- To be able to establish and develop good relationships with all involved in the School;
- To have experience of providing outstanding customer service for internal and external stakeholders;
- To have a positive and motivated approach to work;
- To be flexible and approachable;
- To be resilient and calm under pressure;
- To have the ability to deal sensitively with people and resolve conflicts.

Interpersonal and Communication Skills

- Have the ability to communicate effectively in writing and orally
- To be fully competent in the use of ICT and data entry

Operational Experience

- To have extensive experience of administration within a busy working environment;
- To have successfully worked in a position with varied tasks;
- To have experience of working with young people;
- To be first aid trained or willing to be trained.

Other

- An understanding and willingness to be involved in School enrichment activities;
- Awareness of working in a School environment.

Complaints

If, following a future review amendment(s) are made to this document and an agreement is not reached, the appropriate grievance procedure should be used for the settling of any disputes.

Job Description issued by _____

(Signature of the Principal)

Copy received by _____ Date: _____

(Signature of Employee)