



Pastoral Administrator

Candidate Information Pack



Pastoral Administrator – Post Details

The Kingston Academy seeks a Pastoral Administrator to work as a part of the Pastoral team, assisting with a variety of operational and administrative tasks in support of this team. As a key member of a dynamic office team you will be offered the opportunity to develop your administrative skills in a wide range of areas.

The successful candidate for this role will join us at an exciting stage in our development. Our Ofsted inspection in Summer 2018 was hugely positive, judging the school to be Outstanding in all categories and identifying no areas requiring improvement. The project to build a large modern extension with state-of-the-art STEM facilities to house our growing school is now complete. Pupil numbers now stand at over 900, whilst our original History Makers, entering in Year 11, are starting their KS4 studies. In addition, planning for the development of our Sixth Form has begun in earnest.

To apply for this role, please complete the online application form.

Assessment Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Carrying out a written administrative task;
- Meeting with a panel of our pupils for informal question and answer session;
- Interview with Pastoral Lead, Chief Operating Officer and Head Teacher.

Safeguarding and Safer Recruitment Statement

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

Letter to Candidates from Ms Sophie Cavanagh, Head Teacher

Dear Candidate,

Thank you for your interest in The Kingston Academy, a new Outstanding secondary school. I am delighted that you are considering joining our accomplished team. The opportunity to share in the architecture of a new school and be integral in its delivery at a strategic level is unique.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises teaching professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities, supported by an experienced and committed operations team. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic staff cohort and offer them excellent opportunities for professional development.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this new role. Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application, to meet with our Pastoral Lead and talk about the role, the Academy, the staff and pupils, our governance and the vision for the school. Alternatively, you may call to discuss any questions you may have prior to submitting your application. You can contact my PA, Justine Free, on 0208 465 6200 in order to arrange a suitable time. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

I very much look forward to receiving your application.



Ms Sophie Cavanagh Head
Teacher

Background to the school

The Kingston Academy is an ambitious new Outstanding secondary school, set up by The Kingston Educational Trust, a partnership between Kingston University, Kingston College and Royal Borough of Kingston. The over-riding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school currently has five year groups (7, 8, 9, 10 & 11) and will grow annually by one additional group, eventually to include a sixth form.

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education. Our Ofsted Inspection (May 2018) resulted in the school being judged 'Outstanding' in all categories.

The school is located in newly built and renovated premise, not far from the river in North Kingston. In 2019, we look forward to taking possession of our significant new build extension. This will offer the school a wide range of additional state-of-the-art facilities: STEM laboratories, a demonstration workspace, sports hall and fitness suite, classrooms, catering hall and much more.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.



At The Kingston Academy there are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Pupils are encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.

Pastoral Administrator - Job Description

Post Title: Pastoral Administrator
Reporting to: Pastoral Lead
Grade C £21,043 - £21,807 - Pro rata
Hours: 08.00 until 17.00 from Monday to Friday (40 hours per week).
Term time only plus 4 weeks
Location is: Main Office

As part of the Pastoral team, the Pastoral Administrator will help to deliver the Academy's ethos of excellence by assisting in a variety of operational and administrative tasks and to support the day-to-day administration of the pastoral team. To work closely with other members of the Operations team and teaching staff to support the full range of administration and

operational tasks. To assist in promoting and ensuring the health and safety of pupils, staff and visitors.

- Support the day-to-day administration of the Pastoral Team in school, including making and receiving calls to parents
- Support with the collation of pupil detention data
- Take minutes in meetings involving pupils and parents as directed
- Make use of ICT based systems to extract data and prepare information for the Heads of Year, including Behaviour Watch (training will be given)
- Prepare information for meetings and Reports to the Trust
- Support with the administration of attendance and exclusions
- Supporting with the administration of termly awards and certificates
- Administrate and support the organisation, implementation and review of Student Reintegration Plans
- Collate key information and data relating to termly Attitude to Learning
- Act as a first point of contact for both students and their parents, passing on key information to the Pastoral team so that they are able to address the matter and communicate outcomes as appropriate.
- Aid the Pastoral team to respond to any student issues raised by subject teachers.
- Support the Pastoral team to implement strategies which secure high standards of behaviour and attendance in line with the school staged sanction system.
- Accurately record information about leavers/potential leavers and report trends to the Pastoral team.
- Assist in the maintenance of computer based records using SIMS to ensure that these are all kept current and up to date
- Liaise with partner schools if/when appropriate
- Assist with the smooth running of Parent Evenings
- Work with students in the first half term to ensure all students settle quickly into school life
- Complete a range of other administrative duties in support of the pastoral team
- Ensure that all sensitive information is dealt with in accordance with the data protection act.

Person Specification

Qualifications	Essential	Desirable
Level 2 standard of education or equivalent.	/	
Excellent numeracy and literacy skills	/	
Experience/Knowledge		

Office administrative experience (ideally in a school)		/
Experience of working in a school environment		/
Data analysis experience working with advanced Excel.		/
Advanced level computer literacy in all Word packages, SIMS and T6.		/
Knowledge of relevant policies/codes of practice and awareness of legislation i.e. safeguarding and equal opportunities.	/	
Skills & Abilities		
Excellent interpersonal and communication skills with adults and students.	/	
Excellent administrative skills	/	
Excellent ICT skills	/	
Proficient in all MS office applications.	/	
Excellent organisational skills, particularly concerning data handling and the maintenance of records	/	
Ability to work as part of a team	/	
Ability to Work independently using own initiative	/	
Ability to work under pressure and manage time effectively	/	
Ability to maintain an orderly working environment but be flexible to cope with interruptions and changing priorities	/	