



JOB DESCRIPTION

POSITION	Pastoral and Safeguarding Administrator
SALARY	Support Staff Scale – Spine Point 19 to 28 (£25,612.00-£31,872.68 FTE) Pro-Rata (Actual Salary Range for this fractional post) = £23,055.92 - £28,691.78
HOURS	37.50 hours per week
FULL TIME EQUIVALENT	41 weeks + INSET Days
CONTRACT TYPE	Permanent
RESPONSIBLE TO	PA/SAO and SLT Pastoral
RESPONSIBLE FOR	N/A
LOCATION	Mossbourne Victoria Park Academy

We encourage early applications, as we may interview and appoint before the closing date.

If you have further questions about the role, please contact the Academy Reception on 020 8510 4550.

The Mossbourne Federation

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Parkside Academy (MPA) and Mossbourne Riverside Academy (MRA), both primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

Mossbourne Victoria Park Academy (MVPA)

At Mossbourne Victoria Park Academy (MVPA) we continue to build on the Federation's ethos of exceptional education for all our pupils. With learning at the heart of everything we do, MVPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs, with the belief that all pupils can fulfil their true potential. Our staff deliver excellent lessons; our pupils enjoy a vibrant enrichment programme and have access to debate, speech-making and presentation training through our oratory specialism. Our excellent teaching staff work in a rewarding environment where everyone pulls together for the same thing, the best possible deal for our pupils.

The Pastoral Team

The Pastoral Team is lead by one of the Vice Principal, Pastoral Leads, the Head of SEN Inclusion, the Heads of Year, and the Attendance and Welfare Officer. The Pastoral Team are essential in maintaining the purposeful, disciplined and nurturing environment, in which Mossbourne students excel. The Pastoral Team support the smooth running of the Academy day to day and contribute to the longer term strategy for maintaining superb standards.

Why work for us?

The chance to really make a difference to the young people who need it the most.

Our students need the best possible teachers and support staff as they have to overcome significant disadvantage in order to succeed. 41% of our students are eligible for the pupil premium grant, 18% have a special educational need and 21% have English as an additional language. Our results put us in the top 100 schools in the country for pupil progress, because we believe all students can succeed and go to great lengths in order to achieve this.

A fantastic working environment

We place ultimate value on respect for staff; behaviour is beyond outstanding; the teacher is sacred. This is a school in which you can really teach. The school is housed in a beautiful Grade ii listed Huguenot building and a purpose built modern one.

As you would expect, classrooms and offices are all fully equipped.

A truly supportive culture

We offer excellent and frequent opportunities to reflect on and improve your practice, with first rate professional development for all, and a specialist programme for ECTs.

A range of benefits and perks

including but not limited to: Season Ticket Loans; Tax free bicycle purchase; Recruitment Applicant Awards; Free staff fitness classes; Corporate gym membership; Tax free child-care vouchers; Discounts at local restaurants; Employee Assistant Programme.

Job Summary

Our support staff are an integral part of what we do. They embody the same professional qualities of integrity, team-work and attention to detail as our teaching staff.

As the Pastoral and Safeguarding Administrator, you will play a key role in supporting a dynamic and industrious team, whose role is to ensure that the pastoral care of students is of the very highest standards at all times.

You will have particular responsibilities in the area of Transition and Admissions. This includes the yearly movement of students from primary school to secondary school, the yearly movement of students from Year 11 to further education or training, in-year-admissions, appeals, and admissions via the Fair Access Panel.

Main Duties & Responsibilities:

- To provide administrative support and related assistance to all members of the pastoral team covering a range of activities and deliver a timely administrative service to meet the Academy's needs
- The post holder will report directly to the PA/SAO, however, activities may also be directed by either the VP with responsibility for pastoral care
- To support the VP in the analysis of, and long term planning for, pastoral care at MVPA
- To support the VP in the administration of all matters pertaining to Safeguarding and Child Protection including the safeguarding register, the proper management and maintenance of Child Protection files, and the preparation and transfer of all Child Protection files to students' new institutions at the end of Year 11
- To maintain clear and effective safeguarding systems and other confidential systems as directed by the VP
- To maintain a high degree of confidentiality with regards to issues concerning staff and students and respond positively with tact, sensitivity and awareness to pupils and parents
- To be the first point of contact for all admission enquires and manage the In-Year admission process and waiting list
- To be responsible for appeals administration and represent the Academy on the appeals panel
- To be responsible for the Year 6 to Year 7 transition process and support the Transition Team in preparing for the new intake each September
- To make full and appropriate use of the IT at the school and develop computer aided administration which supports the work of the school
- To evaluate and improve your own practice, which may lead to improvements in the day-to-day running of the school and take responsibility for personal professional development
- To maintain professional portfolio of evidence to support the Performance Management process
- To attend necessary training to be a Designated Safeguarding Lead
- To attend Pastoral Team meetings and support other Academy events as required.
- To support the Principal, the PA to the Principal, and VP in the administration of all matters pertaining to exclusions including - letters, collation of work, and the organisation of Pupil Discipline Committee meetings when required
- To be responsible for the compiling and ordering of the staff and student planners
- To support the Pastoral Team in the management of student behavioural records e.g. Pastoral Support Plans and Behaviour Support Plans.
- To be responsible for all pastoral data entry including, Detention Spread Sheets, Form Tutor Reports, and Head of Year Reports, ensuring all pastoral documents are scanned and attached to SIMS
- To collate, amend and update student files and reports including SIMS
- To contact parents in matters pertaining to pastoral care when directed by a member of the pastoral team
- To establish and maintain good relationships with students, parents/carers, colleagues, contractors and other professionals

- To undertake any other duties requested by a manager of a similar level that are commensurate to the level of this role.

General Administration (when required)

- Write and distribute defined written communications, including the daily academy bulletin
- Update and maintain the relevant school calendar
- Produce reports, letters, newsletters and other publication materials
- Assist with general office duties including the handling of incoming and outgoing post, telephone enquiries dealing with queries as far as possible, and referring to other members of staff as necessary
- Cover all reception duties
- Send text messages to parents when directed by SLT/PA/SAO
- Maintain and update Parent Pay
- Welcome visitors adhering to all safeguarding and security protocols
- Conduct school tours
- Assist with the management of the meeting room facilities including the presentation of the rooms and the booking system
- Carry out a range of other administrative duties, filing, photocopying, typing etc., assigned by the SAO
- Ensure compliance within the school of data protection regulations
- Support the Pastoral Team in the administration of the Academy Rewards System including the Achievement Mark Shop
- Attend training sessions and meetings as required
- Undertake First Aid duties, including, but not restricted to the accompaniment of students to hospital, if necessary
- Perform other duties, including covering the essential work of absent colleagues in all Federation schools, commensurate with the grading of the post, as directed by the Line Manager

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification at any time after consultation with the post-holder.

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task
Experience				
E	Experience of working in a busy office environment is required, with some knowledge of school data systems	X	X	X
E	Punctuality, reliability and ability to maintain a high level of confidentiality is essential	X	X	X
E	Ability to communicate positively and effectively at all levels with excellent written and spoken English	X	X	X
E	Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail	X	X	X
E	Ability to be an effective team member using initiative, being proactive and having a flexible approach to work	X	X	X
E	Ability to understand and take full account of visitor needs	X	X	X
Qualifications				
E	Grade C or Level 5 in GCSE English Language and mathematics		X	
IT knowledge				
D	Advanced knowledge of the Microsoft Office Suite, specifically Word and Excel is a requirement of the role	X	X	X
D	Advanced knowledge of the SIMS	X	X	X
Behavioural Competencies				
D	To have a strong understanding of the Academy: its culture, climate and values	X	X	
E	To act in accordance with authority, organisational standards, needs and goals of the Academy	X	X	
E	Ability to dress, in accordance, to the standards expected by the Academy in a professional Reception function	X	X	
E	Ability to be flexible and to provide cover at short notice is an essential	X	X	
Applicable to all staff				
E	Undertake training as required to so in order to fulfil the requirements of the role	X	X	X
E	Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	X	X	X
E	Recognise your role as part of the succession of Mossbourne	X	X	X
E	Play an active role in terms of Safeguarding all students and adults	X	X	X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability, or status. The document is not a comprehensive list; it simply outlines expectations of this role. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.