



WELLNESS
AMBITION
TOGETHERNESS
CONFIDENCE
HONESTY

CHOSEN HILL SCHOOL AND SIXTH FORM



Pastoral Administrator Candidate Information

October 2023





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HONESTY

- WELLNESS:** ensuring that our work supports the emotional, social and physical health of our staff and students
- AMBITION:** a focus on high expectations and aspirations for our students to achieve amazing outcomes
- TOGETHERNESS:** high performance comes from an environment of trust and support. We need to build and maintain strong community links beyond the school
- CONFIDENCE:** positive feedback, celebration and a coherent knowledge-rich curriculum that gives students self-belief and esteem
- HONESTY:** a willingness to give and receive developmental support alongside strong culture of rigorous and frequent evaluation in order to be better every day.

Welcome to Chosen Hill School

Thank you for your interest in this very important position at Chosen Hill School.

Chosen Hill School is a happy school where students, staff and parents work closely in partnership. Self-belief, aspiration and mutual respect are key drivers in the pursuit of a culture of excellence. Our aim is that every individual will experience success. That doesn't come magically – it is the result of hard work, perseverance and commitment by the student; good teaching, encouragement and feedback from staff.

Key to a student's success is their attitude to learning and, here at Chosen Hill, we place emphasis on students developing a growth mindset, where students are encouraged to take ownership and responsibility for their learning, whilst being fully supported to do so by a broad, balanced and stimulating curriculum, a rich extracurricular and cultural offer and professional student support services.

You will find a picture of life in a dynamic community where students grow in confidence, independence, leadership and resilience, not only in their lessons, but in the breadth of Chosen Hill School's provision. We are very proud of our tradition of student leadership and ensure that students have many opportunities to contribute to the development and success of the school and to act as role models for younger students – from Year 9 Junior Prefects to Year 11 Prefects, from membership of the Year and Whole School Councils to the Sixth Form Leadership Team and House Captains – our young people take responsibility at every stage in their school careers.

We have the highest expectations of our young people, not simply in their progress in learning, but in how they grow as good citizens. We want our students to be people we would be proud to know as our family, friends and neighbours. When our young people go out into the world, we want them to make a very positive difference. The ethos of the school is that we all help and look out for one another. We have an impressive record of community and charity work both here and abroad, from the hosting of our own Race for Life events to World Challenge students supporting the building of new school buildings in Malawi. We encourage our students to develop as caring and responsible citizens.

Our school is at a very exciting point in its improvement journey. The vision for the school over the next five years is best summed up by our WATCH (Wellness, Ambition, Togetherness, Confidence and Honesty) words which underpin all decisions made by the school. I believe that a strong creative and practical offer for our students is essential to providing a broad and engaging curriculum and I look forward to welcoming successful shortlisted candidates to hear more about how they could help us to develop this further at Chosen Hill School.

Matthew Pauling
Headteacher



Chosen Hill School Leadership Arrangements

The Senior Leadership Team includes the Headteacher, two Deputy Headteachers, four Assistant Headteachers and the Business Manager.

The structure comprises of Heads of Faculties for: English, Maths, Science, BUSIT (Business and ICT), DART, Physical Education, Modern Foreign Languages, Performing Arts and Humanities.

A faculty further comprises of Assistant Faculty Leads and Subject Leads.

In conjunction with faculties there are whole school coordinator roles with specific cross school briefs.

Chosen Hill Sixth Form

Our Sixth Form community is a successful, thriving and forward-thinking group of individuals who are dedicated to reaching their full potential and preparing for the world beyond school. Our vision to equip students with the skills and knowledge they need to succeed in future life underpins everything that we do. We inspire confidence and ambition in our students through a challenging curriculum and a supportive environment. Our Sixth Form students feel very much part of our whole school community, and this is demonstrated through their actions and successes.

Our students display a love for learning both within the classroom and the wider school community. We have an excellent Student Leadership Programme which allows students to build teamwork, communication and problem-solving skills. Our Sixth Form students inspire, lead and support our younger school community through academic support in lessons, House Leadership, Sports and transition activities.

We welcome all students who meet our entry requirements and have a desire to better themselves. We will provide support and challenge so that all students can reach their goals. The steps towards securing a place in our popular sixth form start with our Open Evening, followed by one-to-one guidance meetings, attending our Sixth Form Taster Day, bridging work and eventually enrolment and induction day.

We have a dedicated, purpose built Sixth Form facility with supervised space for Directed Study. We have a suite of IT rooms and Study rooms for group and individual work. We have social space with a canteen outlet to provide space for building friendships and making lasting memories.

All our staff are supportive and inspiring professionals with a desire to ensure that our students realise and exceed their full potential both academically and personally.

Each Sixth form student has a specialist Learning Mentor who will support them with individual academic mentoring. Our learning mentors will provide guidance on preparation for Universities, Apprenticeships and the world of work. In addition to this, we have a dedicated KS5 Futures Lead who works closely with all Sixth Form Students to provide up-to-date guidance and support regarding next steps.

Our students are resilient, ambitious and well prepared for life beyond school. We always have a focus on high expectations and aspirations to ensure our students achieve successful outcomes.

Pastoral System

Chosen Hill School has a long tradition of strong pastoral care and support based on mutual respect and high expectations. We recognise that the modern world is an increasingly challenging place for young people with the rise of social media and the pressures of academic assessment. We have a well-resourced and focussed student services provision alongside our pastoral leaders to provide strong support and guidance for students both for the day to day needs and for more specific support. The quality of this provision is recognised by the school's award as a Mental Health Champion and Healthy School's status.

Each student is part of a Learning Mentor Group with one key adult as their first port of call each day in the form of their Learning Mentor. The Learning Mentor is the first person to whom a student will turn for help or advice and the first point of contact at the school for parents. Each Learning Mentor group is attached to one of our four Houses – Carne, Whittle, Masefield and Scott.

Each year group follows a richly resourced Learning Mentor programme delivered by the Learning Mentor which focuses on Literacy, Numeracy and personal, cultural and social development in the KS3 and study skills, exam skills, personal and leadership development and futures guidance in the KS4.

Each year group is overseen by a Year Lead – Progress Coordinator who oversees the progress and development of each child in the cohort, focusing on their academic and personal progress and development and ensuring each student receives the support and guidance they need to remove any barriers to learning.

Each curriculum phase receives strategic oversight from a Senior Progress Coordinator.

Learning Mentor Role

- To be a Learning Mentor to an assigned group of students in line with contracted hours.
- To promote the general progress and well-being of individual students and of the Learning Mentor Group as a whole.
- To liaise with Year Leads to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to the Personal Development Curriculum according to school policy
- To apply the Behaviour management systems so that effective learning can take place.



Support Team

At Chosen Hill School we recognise the hugely important role that support staff play in the life of the school in supporting both the teaching staff and students, and making sure that everything happens as it should. This includes everything from the welcome received from reception, photocopying and first aid, to making sure bills are paid, data submitted and attendance monitored. There is a large team of admin staff who make sure all these things happen on a daily basis.

The team is spread throughout the school and we work in the areas that we support, such as SEND or Sixth form as well as admin offices with other people who are able to support each other and work in similar roles. We have a knowledgeable and supportive team of administrators and there are opportunities to learn new skills, support across other areas of the school and be part of the school community.

We use systems including SIMS, Microsoft office and school comms, room Booker and parents evening amongst others. Training will be provided as necessary.

Working within the administration team of Chosen Hill is very varied and no 2 days are ever the same, which makes for a very exciting day at work!



Pastoral Administrator

Closing date for applications: 29th October 2023 at 11:59pm

Interview Date: To be confirmed

Start date: As soon as possible

Salary: Support Staff Grade 4: Point 6-8 £21,968 to £22,777 per annum pro rata
Actual: £11,478 to £11,900

Contract: 22.5 hours per week, Term Time Only plus 5 days.
Times negotiable, but ideally 4.5 hours per day.

Chosen Hill School would like to appoint a Pastoral Administrator to provide administration support for our pastoral team. This involves assisting with data administration for students, arranging meetings and events, communication with parents, year leads and other pastoral staff about students, and various other administration tasks.

We are looking for an enthusiastic, hard-working and flexible person who is self-motivated and able to work under pressure. The successful candidate will need strong administration experience and be able to maintain high levels of accuracy, attention to detail and confidentiality. Experience of working in a school or with young people and families would be advantageous.

We offer:

- Membership of the Local Government Pension Scheme
- Cycle to work scheme option
- Free parking
- Employee Assistance Programme

Recruitment Checks

The Headteacher and The Governing Body of Chosen Hill School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We require all new employees to complete an enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed, or resigned from, a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background to the offence.

As part of our due diligence within safer recruitment, school will be carrying out online searches to help identify any incidents or issues which may need to be explored at interview. These searches will include, but will not be limited to, Facebook, Instagram, Twitter and Google.

Pastoral Administrator

Post title:	Pastoral Administrator
Reporting to:	TBC
Liasing with:	Staff Parents Senior Progress Coordinators Year Leads External Agencies
Working Time:	22.5 hours per week. Term time only plus 5 working days including INSET Days Times negotiable, but ideally 4.5 hours per day.
Salary/Grade:	Scale 4, Point 6-8
Disclosure Level:	All positions are subject to an enhanced DBS check as standard practice

Main (core) Duties:

The specific duties and responsibilities pertaining to the Pastoral Administrator are to be read in conjunction with the School's Personnel handbook and related policies and protocols which should be complied with at all times.

Support for Staff:

- To organise and administer the Yr 7 transition, discovery days & LM groups
- To provide administrative support and progress data admin support for Year Leads.
- To organise and provide administrative support for the Curriculum Days of Enrichment Week.
- To liaise with Year Leads by monitoring & preparing behaviour points reports.
- To support Year 9 Year Lead, and Premises Manager for all arrangements and administration for Options Evening.
- To provide administration support and organisation of Summer School for new Year 7 students.
- To provide accurate student behaviour reports including ISPs, PSPs, Meeting Minutes, Readmission Forms and Cover Letters, APS Placements and Behaviour and Interventions Reports.
- To keep accurate and up to date confidential student incident chronologies.
- To ensure all student paperwork is accurately recorded on SIMS and uploaded to linked documents.
- To liaise with Head's PA, Year Leads and ESOs to arrange for work to be set and collected for excluded students and other student absence.
- To arrange parental meetings for teaching staff, Year Leads and Learning Mentors as required to include the booking of rooms for such meetings.
- To liaise and provide reports for external agencies as required.
- To monitor student completion of Options Application Forms and communicate with parents as required.
- To liaise, organise & administer with Year Leads regarding production of reward display and or certificates.
- To ensure daily recording of extra-curricular attendance and rewards are accurate and recorded on the MIS.
- Manage communications to parents around school events (eg. School Comms, messages about year groups), proactively keeping in touch
- Keeping critical initiative or meeting logs up to date
- Using school data to pre populate & complete forms for all outside agencies and liaising with staff to ensure they are correct before submission
- To prepopulate Year 11 reference requests received before submitting to the HoY 11 for completion.

Support for Students:

- To support new students with timetable changes.
- To liaise with the Assistant Head to provide administration support for timetabling of Maths and English intervention for students.

Administration:

- To ensure all requests to pastoraladmin@ are actioned in a timely and efficient manner.
- To ensure all student paperwork is accurately recorded on SIMS and uploaded to linked documents.

Other Related Duties:

- To support the Administrative Team with reports and information as required during an evacuation or other emergency.

Essential Skills and Qualifications:

- Good working knowledge and understanding of IT and ability to use word-processing, spreadsheet and database software
- Good SIMS knowledge.
- A good level of numeracy and literacy.
- Experience of working in an educational setting with students.
- Experience of working with students who display challenging behaviours.
- Demonstrable experience of working with young people and families.
- An understanding of the specialist support services available to young people from the local authority. (Desirable)
- Has attended a range of relevant training courses to develop own knowledge of issues affecting young people and best practice in the management of these issues. (Desirable)
- Holds First aid at work qualification or willingness to undergo first aid training. (Desirable)

Essential Personal Attributes:

- Ability to work as part of a team and on own initiative and with resilience.
- Self motivating with the ability to multi-task

Practical Skills:

- Ability to communicate with young people, both individually and in a group setting.
- Able to build constructive relationships with parents and carers
- Able to develop and maintain close links and work effectively with staff both within and beyond the school
- Able to gather information and produce reports
- Confident user of ICT. Must be well organised.
- Good planning and organisational skills and a flexible approach to the management of work.
- Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.
- Ability to prioritise own workload



Staff Development:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Performance Management Review process.

Employee Responsibility:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- To support the school in meeting its legal requirements for worship.
- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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.
- The school 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.

Health and Safety:

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

Special Conditions:

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

The actual dates that the "plus days" attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



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