



## PASTORAL SUPPORT ADMINISTRATOR



### Candidate Information Pack





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## Welcome from the Chief Executive Officer

Thank you for your interest in the position of Pastoral Support Administrator at Sawston Village College, part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of six secondary schools and ten primary schools, the latest to join our community being the new Wimbish Primary Academy in September 2023. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most important resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Gary Stewart, HR Officer on [jobs@sawstonvc.org](mailto:jobs@sawstonvc.org).

I hope that you find the following information useful. If you wish to visit our school or make an application for this vacancy, please see the contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin  
Chief Executive Officer



## Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work – to be the very best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow and thrive in the local, national and global community in which they live and will work.

Currently, the Trust educates more than 8000 pupils and employs over 1000 members of staff in 16 schools across three counties, with a 17<sup>th</sup> school due to open in the near future. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sports centres, under the banner of Anglian Leisure.

We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education, and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely with other trusts to provide professional qualifications in addition to our own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school
- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work
- ✓ Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.

**Our four core values and principles guide our work to achieve our vision:**



### Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be

### Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together

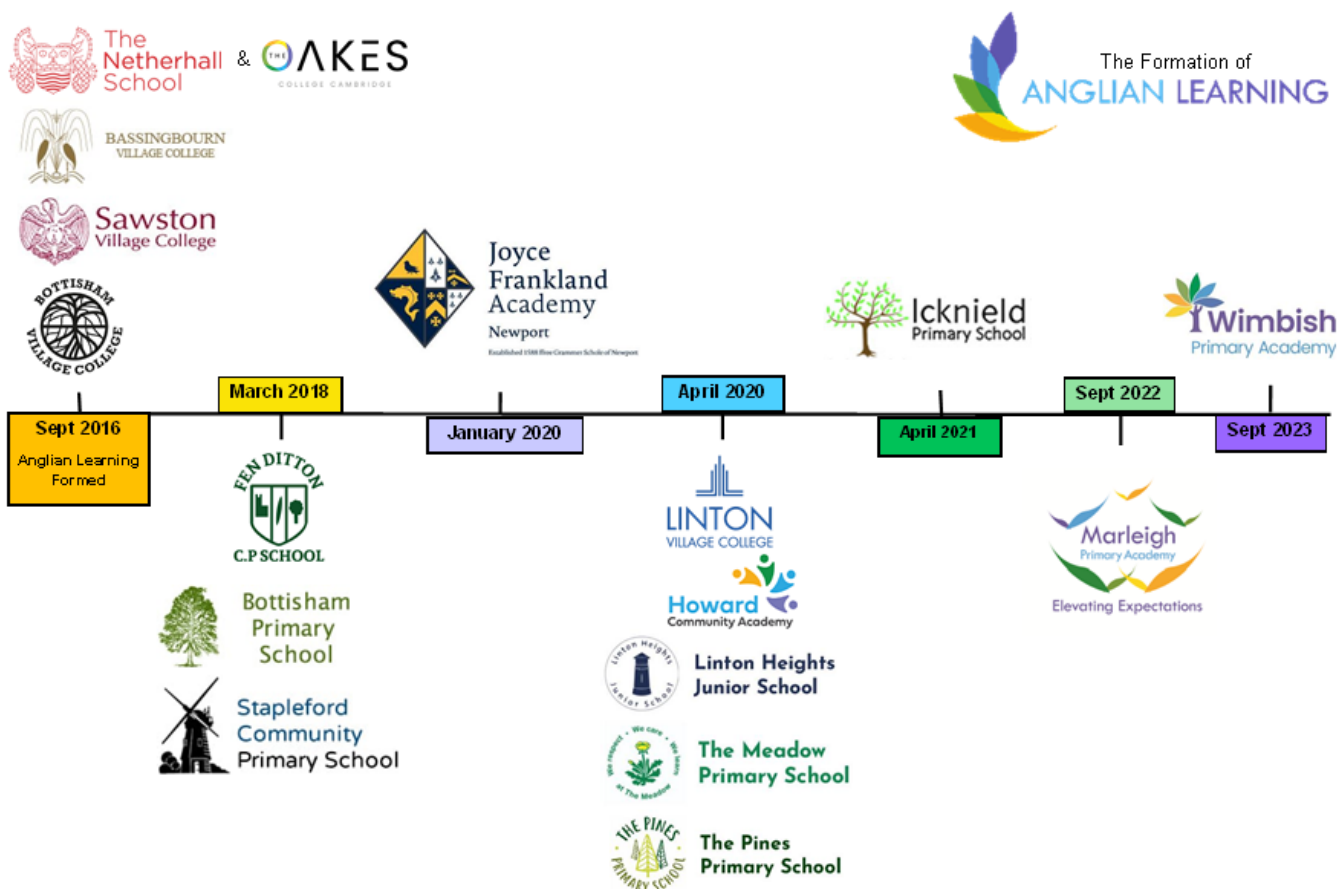
### Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively

### Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting

It is an exciting time to join our growing community of schools.



We are committed to providing outstanding academies which are a source of pride for the communities that they serve.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high-quality professional learning opportunities for staff at all levels in the Trust.



## **Sawston Village College**

Thank you very much for your interest in a position at Sawston Village College. We sincerely hope that the information below and enclosed within this pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued, and all contribute to our strong caring ethos. The College is listed in the top ten state secondary schools without a sixth form in the UK (The Sunday Times, 2023). Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive. We ensure our staff have the resources, development and opportunities to fulfil their roles and responsibilities. Staff wellbeing is vital to our success, and we consider workload and the working environment very carefully. We want staff to feel happy, secure and enjoy their work.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus, a few miles south of the culturally iconic and aspirational city of Cambridge. It was the first purpose-built Village College in England, and we are proud of the fact that it is still heralded as a model for community education and remains true to Henry Morris' founding principles. Many members of the local community visit each week to participate in learning, sporting or leisure activities. We are proud to be a member of Anglian Learning, a family of like-minded schools serving over 8000 pupils from ages 3-19 in this region.

Our focus is the achievement and wellbeing of our 1180 pupils within a school culture based on community, ambition, respect and endeavour. In 2023, the College achieved above national averages at all levels including 64% gaining grade 5+ in English and Maths, 44% at grade 7 or above across all subjects and a very positive P8 score. Pupils secure their preferred post-16 pathway having achieved grades significantly well above average. Academic success, of course, is only one measure and, as an Artsmark Platinum accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and hope for the future. Our code of conduct demands that our pupils also understand and appreciate the need for kindness, humility, politeness and good grace.

This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and staff well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupils to feel safe and happy. We provide outstanding pastoral care of our young people. Each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can. We pride ourselves on the professionalism of our staff and our commitment to ethical leadership; as role models for the young, how we behave as leaders is as important as what we do.

Sawston Village College, as noted by our recent Ofsted report in May 2023, is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. Our staff surveys are highly positive and reflect the care and attention we pay to looking after staff and making the College the success it is for staff and pupils alike. During these turbulent times, we are keen to recruit people with resilience, adaptability and optimism for a better future. Above all, we are looking for staff who take pride in their work, enjoy the company of children and can harness the power of education to transform lives and inspire our future generation.

Thank you, in anticipation, for the time you will give to your application.

A handwritten signature in black ink, appearing to read 'J Russell', written in a cursive style.

Mr J Russell  
Principal



## **Pastoral Support Administrator**

**Hours: 37 hours a week, 38 weeks per year**

**Working Pattern: Monday to Friday**

**Salary: Scale 4, points 7 – 11, £24,294 - £25,979 FTE**

**Contract Type: Permanent**

**Location: Sawston Village College**

Sawston Village College is a very successful school and part of Anglian Learning, a high-performing multi-academy trust responsible for 16 schools in West Suffolk, Cambridgeshire and Essex, educating over 8000 pupils and employing more than 1000 staff.

Our vision is for dynamic, empowered learners who thrive and lead in their communities: locally, nationally and globally. Our schools are at the heart of their communities and as well as providing a broad, rich, and vibrant curriculum to pupils they also provide sporting, community education and other facilities and opportunities to their local community.

We're committed to making Anglian Learning a place where everyone feels valued and has equal access to the opportunities our Trust offers. We are always open to discussing flexible working opportunities or making adjustments to ensure you thrive in your role with us.

### **The Vacancy**

We are now seeking to appoint a new Pastoral Support Administrator to join our hardworking, professional and supportive team at Sawston Village College in September 2024. This position will play a vital role in ensuring the smooth operation of the pastoral department. The role involves supporting the Director of Safeguarding, Wellbeing and Pastoral Support, as well as, wider pastoral support team (five Year Leads and a Support Lead) by managing calendars, communicating with parents, preparing and maintaining files, databases and statutory paperwork. The right candidate will also be able to assist pupils with a variety of needs as required to ensure the well-being and development of our pupils.

The successful candidate will have previous administration experience, strong organisational, communication and IT skills and be a committed team player. A positive and flexible approach to work, the ability to maintain strict confidentiality, attention to detail and the tenacity to see tasks through to successful completion are essential requirements. The standard working week is 37 hours, but we are happy to consider applications from candidates who wish to work fewer hours. Please see the job description for details.

Our pastoral team plays a vital role in the College's success. The team contributes extensively beyond the classroom and are a friendly team of skilled professionals. Their work enables young people to flourish and achieve their potential in lessons and in the wider College, as well as in our on-site inclusion facility, Compass House. The successful candidate will support their work, be a contact for parents wishing to speak with the team and be a friendly face for pupils. It will be rewarding work.



## Application

If you have any inquiries regarding this opportunity or would like to arrange a visit to our school please contact the HR team at [jobs@sawstonvc.org](mailto:jobs@sawstonvc.org).

To apply for this vacancy please complete the application process via our website at <https://sawstonvc.org/vacancies/>, outlining how your skills and experience will enable you to be successful in this role. Please note that CVs will not be accepted.

If for any reason you need to apply via an alternative accessible format, please contact us by emailing [jobs@sawstonvc.org](mailto:jobs@sawstonvc.org).

**Closing date:** Wednesday 3 July 2024 at midnight

**Interview date:** Tuesday 9 July 2024

**Start date:** 1 September 2024

Please note that we reserve the right to interview prior to the advertised date.

## Employee Benefits

Anglian Learning offers the following benefits to staff.

- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all [Anglian Leisure](#) Sports Centres – Bassingbourn, Bottisham, Sawston, Joyce Frankland, Linton and Netherhall
- 20% discount on Adult Education classes run by Anglian Learning schools
- Employee assistance programme via Health Assured
- Cycle to work salary sacrifice scheme
- Discounted eye care vouchers
- Annual flu jab vouchers
- Perkbox staff discounts
- Investment in personal development

*Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.*

*This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: [www.anglianlearning.org](http://www.anglianlearning.org).*

*We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered for all roles deemed suitable.*

*As a result of the changes to the UK immigration rules which came into effect on 1 January 2021, Anglian Learning will offer sponsorship for a skilled worker visa under the points-based system where a role has been deemed to be 'business critical'. Do contact us to discuss further.*

*Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the school.*



## Pastoral Support Administrator – Job Description

<b>Salary</b>	Scale 4, points 7 – 11
<b>Hours</b>	37 hours per week, 38 weeks per year (term-time only) Working pattern 8.00 am to 4.00 pm Monday to Thursday and 8.00 am to 3.30 pm Friday, including a 30-minute unpaid break each day. We are willing to accommodate some flexibility in relation to the number of hours worked.
<b>Pension</b>	Local government pension scheme
<b>Disclosure Level</b>	Enhanced DBS with children’s barred list check
<b>Location</b>	The post holder will be based at Sawston Village College
<b>Responsible to</b>	Director of Safeguarding, Welfare and Pastoral Support
<b>Job Purpose</b>	To work under the direction of the Director of Safeguarding, Welfare and Pastoral Support and Deputy Principal to provide administrative tasks for the pastoral team. The main outcome would be to ensure the smooth running of the team’s administrative tasks and functions, providing accurate, timely and effective documentation and communication.

<b>Key Responsibilities</b>	
<b>Support for the department</b>	<ul style="list-style-type: none"> <li>● To work under the direction of the Director of Safeguarding, Welfare and Pastoral Support and Year Leads, to provide all administrative tasks for the Pastoral Team in an effective, efficient, and timely manner.</li> <li>● To administer the documentation of Annual Reviews under the direction of the Director of Safeguarding, Welfare and Pastoral Support</li> <li>● To take minutes at pastoral meetings as required</li> <li>● To prepare accurate and correctly formatted documentation. This could include data entry, typing up letters and documents</li> <li>● To file and maintain confidential files and databases under the direction of the Director of Safeguarding, Welfare and Pastoral Support and Pastoral Team</li> <li>● To arrange meetings and manage the Year Lead’s calendar, dealing with post, taking phone calls, etc</li> <li>● To file documentation in an organised, accurate and systematic way.</li> <li>● To maintain the Pastoral Team’s Share Drive</li> <li>● To maintain the Year Leads’ calendar, appointments and meetings</li> <li>● To photocopy resources and documentation, circulate and distribute as required</li> </ul>
<b>Support for school</b>	<ul style="list-style-type: none"> <li>● Develop and maintain effective working relationships with other staff and parents/carers</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the development of effective communication and effective working relationships with parents/carers</li> <li>• Attend and actively participate in staff meetings/parents' evenings/CPDL when relevant</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility</li> </ul>

## Health & Safety

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions (Section 7 Health and Safety at Work Act 1974).

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

*Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.*

*This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: [www.anglianlearning.org](http://www.anglianlearning.org).*

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## Pastoral Support Administrator – Person Specification

<b>Experience</b>	Experience of working in an administrative role	Essential
	Experience of prioritising workload, time management and dealing with conflicting priorities	Essential
	Experience of using databases to input and extract information	Desirable
	Experience of working in a school or college context	Desirable
	Experience of working in a classroom	Desirable
	Full understanding of the range of support services available for pupils	Desirable
<b>Skills, Knowledge, and Aptitudes</b>	Ability and commitment to be tactful, discreet and maintain confidentiality at all times	Essential
	Ability to build and maintain effective working relationships with all levels of staff to achieve objectives	Essential
	Ability to plan own work and deliver to strict timescales amid sometimes conflicting priorities	Essential
	Proactive, positive and flexible approach to work, learning new systems and taking on new tasks	Essential
	Ability to work independently when required and as part of a team	Essential
	Good written and verbal communication skills with the ability to communicate calmly, professionally and effectively with a diverse group of people at all levels within the College and externally	Essential
	Tenacity to see tasks through to timely and successful completion	Essential
	Can evidence good decision-making skills within the remit of the role	Essential
	Excellent IT skills, including the ability to use MS Office software such as Word, Excel, Outlook, Teams	Essential
	Ability to self-evaluate personal learning needs and actively seek out learning opportunities	Essential
<b>Qualifications and Training</b>	Educated to GCSE Level with a good standard of literacy and general education	Essential
	GCSE grade C+/4 or equivalent in English and Maths	Essential
	Relevant administrative or secretarial qualification	Desirable
	School support staff qualification	Desirable
<b>Personal Attributes</b>	A commitment to safeguarding and promoting the welfare of young people and vulnerable adults	Essential
	The highest levels of integrity and probity	Essential
	A commitment to high standards	Essential

	Energy and enthusiasm	Essential
	Confidence	Essential
	Resilience	Essential
	Good sense of humour	Essential
	Ability to remain calm in difficult situations	Essential
	Ability to work as part of a team	Essential
	Excellent attendance and punctuality	Essential
	A liking and respect for young people	Essential
	Appropriate professional relationship with colleagues and children	Essential

June 2024



## Anglian Learning

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