



TRUE LEARNING PARTNERSHIP



Glossopdale School & Sixth Form
Communications & Pastoral Assistant

<https://www.truelearning.org.uk/vacancies>



ASPIRATIONAL

We encourage everyone to dream big and pursue excellence.



COLLABORATIVE

We work together, valuing diverse perspectives and shared success.



COMPASSIONATE

We act with kindness, respect, and a genuine desire to serve others.



CURIOUS

We foster innovation and a love of learning for all through inquiry and creativity.



INCLUSIVE

We ensure everyone feels valued, supported, and able to contribute fully.



TRUE LEARNING PARTNERSHIP

Our Mission

To inspire and empower every individual within our trust to achieve their fullest potential.

We are committed to providing a safe, inclusive, and innovative learning environment where compassion and collaboration thrive. Encouraging high aspirations, courage and curiosity, we equip all members of our community with the skills, confidence, and character to make a meaningful, positive impact in their communities and beyond.



Inspiring the best in everyone

Welcome to Glossopdale School & Sixth Form, part of the True Learning Multi-Academy Trust

Dear Candidate,

Thank you for your interest in joining Glossopdale School & Sixth Form. Our school is an oversubscribed 11-18 comprehensive secondary school which serves the Glossop and wider community. We are a warm and caring school that has the highest expectations of students and ourselves, where every student is expected to work hard, behave well and contribute positively to the school community.

We exist to empower our students to find their purpose, develop high aspirations and thrive, both academically and personally. We provide a knowledge-rich curriculum which exposes students to powerful knowledge, places them on an ambitious pathway and develops the character traits needed as young people and into adulthood. Our core purpose is not merely finite 'success' for our students, but our culture and curriculum enable them to thrive – to continually grow and flourish.

We are explicit about the culture we want to create and have clear ideas of the desired behaviours necessary for our students to succeed. At Glossopdale School & Sixth Form, we maintain a relentless focus on the day-to-day actions, behaviours and routines within the school and adopt a disciplined approach to teaching students effective learning habits. We communicate and practise these regularly, as both staff and students.

While with us, we encourage every member of staff to stretch themselves and we give everyone access to a wide range of learning and development opportunities. We are a research-based school with the aim to develop highly effective evidence-based practices including teaching, learning and assessment, where we collaborate as a whole staff to persistently improve our pedagogy and where we evaluate our practice habitually.

We have some of the best facilities in the area having fully rebuilt our school in 2018. This not only provides both staff and students with everything they can expect for modern teaching and learning but also gives us exceptional environmental credentials.

I am extremely proud to be the Headteacher of Glossopdale School & Sixth Form and consider it a privilege to be a part of such a vibrant and caring learning community. If you think this sounds like your sort of school, then we very much look forward to receiving your application to join us.

Kate Smith
Headteacher

Job Description & Person Specification

JOB TITLE: Communications & Pastoral Assistant

GRADE/SCALE: Grade 6

HOURS/FTE: 37 hours per week / 40 weeks per annum

RESPONSIBLE TO: Communications & Administration Manager

LINE MANAGER: Communications & Administration Manager

BASIC JOB PURPOSE

To be part of a team to support efficient, flexible and high-quality administrative, communications pastoral systems across the school.

To prepare and distribute high quality communications to parents/carers, pupils, staff and other external stakeholders.

To undertake reception duties during busy periods, at lunchtimes and for periods of absence, as required.

MAIN RESPONSIBILITIES

General Administration & Communication:

- To support the Communications & Administration Manager to provide general administration and support to Faculties, Personal Development and the Senior Leadership team
- To produce and distribute letters to parents/carers, including letters from faculty teams, pastoral teams and regular parental informative and celebratory communication such as Newsletters and Bulletins
- To proofread and quality check all letters prior to distribution ensuring consistency with school branding and quality standards
- To produce and update the Student Bulletin and other student-related newsletters, bulletins and communications in line with school branding and quality standards
- To assist in the production of weekly Staff Briefings and Staff Bulletins, collating information and presenting in a clear, consistent and agreed format
- To use Bromcom to send regular and ad hoc information to parents
- To oversee and administer the content of the TV screens, ensuring it is relevant, well-presented and up to date
- To create, maintain, update and change agreed corridor displays for student rewards and information

- To support the administration of the school website in uploading documents as required and monitoring the relevance and organisation of added material
- Take photographs at school events and activities, both during and outside of the school day, in line with school safeguarding and data protection policies
- To manage and maintain the school's photo library
- To support staff where needed in producing learning resources including booklets, displays and materials for a virtual learning environment
- Support the Senior Leadership Team / Communications & Administration Manager in the planning, coordination and administration of school events and trips (e.g. celebrations, open evenings, rewards, seasonal events etc). This includes but is not limited to:
 - Making bookings and procurement of goods and services
 - Communication and marketing
 - Liaison with external organisations and a variety of school stakeholders
 - Management of invitations and attendance
 - Ensuring risk assessments and procedures are in place as necessary
 - Practical arrangements, internal displays and set up
 - Admin support
 - Coordinating and managing trip payments using ParentPay, ensuring accurate setup for varying trip types.
 - Generating timely payment and consent reports for trip leaders.
 - Sending out trip letters to parents/carers.
 - Uploading all trip-related documentation, including letters, to EVOLVE, maintaining compliance with educational visit planning.

Pastoral Administration:

- To support the pastoral teams with administration linked to eg. suspension and exclusion paperwork, liaison with parents and external agencies, internal and external communications
- To support the Family Support and safeguarding teams in administration linked to eg. monitoring and updating students' safeguarding records, liaison with parents and external agencies
- To support liaison with parents and carers in improving parental engagement, with specific focus on supporting the school's Pupil Premium Strategy

- To support the Transition and Community Leader in liaising with families and schools in the transition from Y6 to 7
- To support the attendance team with administrative support
- General administrative support for the pastoral, Family Support Work and safeguarding teams
- Support the year teams to book and facilitate mentors/counsellors as required for students

Events:

- Attendance at events as necessary (occasionally outside of usual school hours)
- To liaise with parents/carers and other stakeholders and deal with telephone calls, emails and correspondence as where required
- To provide support with procurement in related areas e.g. obtaining quotes, raising order requisitions

Reception Duties:

- Act as the welcoming first point of contact for parents and visitors arriving at the school in a courteous and efficient manner
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist stakeholders with the information and support they need
- Maintain an organised and tidy environment in both the reception and entrance areas
- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

Other Duties

- To cover for other administrative areas and provide support within other administrative posts, as requested
- To carry out general duties related to the wider school operations, including but not limited to:

- o Student supervision duties (e.g. at break or lunch) as directed by day to day or line management.
- o To be able to carry out basic First Aid as and when required to keep First Aid training up to date.
- o Contribute to School Improvement Plan targets
- o Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's Performance Management processes.

Notwithstanding the detail in this job description, in accordance with the School/Trust's Flexibility Policy, the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

Person Specification		
Selection Criteria	Essential/ Desirable	Assessment
Experience		
Previous office administration experience	E	AI
Using a variety of IT systems and packages to provide an effective and efficient administrative service	E	AI
Experience of preparing high quality communications/letters to a variety of internal/external stakeholders	E	AI
Working to deadlines and managing multiple tasks and projects	E	AI
Supporting in the organisation of events	D	AI
Experience of working within or in liaison with a pastoral or safeguarding school team	D	AI
Qualifications/Training		
Level 2 or above in related field or equivalent working experience	E	A
Good general education to GCSE or equivalent including Maths and English	E	A
A willingness to undertake formal training to obtain the necessary skills and knowledge for the role	E	AI
Knowledge/Skills		
Excellent literacy and written communication skills	E	AI
High attention to detail	E	AI

Ability to consistently produce and present written information in a clear, concise, accurate and high-quality manner	E	AI
A high level of organisational skill, including the ability to work independently and collaboratively to support the work of colleagues and meet deadlines	E	AI
Excellent IT skills including the effective and efficient use of software packages to support administration e.g. mail merges, production of reports, analysis and manipulation of data etc	E	AI
Good working knowledge of student records systems and databases	E	AI
Knowledge of GDPR and legislation surrounding the safeguarding of children	E	AI
Knowledge of safeguarding and pastoral expectations and practices in schools	D	AI
Behavioural Attributes		
Commitment to producing accurate, high-quality communications and materials which are consistent with School branding and expected standards	E	AI
Able to prioritise work and manage multiple tasks and projects simultaneously	E	AI
Able to deal with sensitive information in a confidential manner	E	AI
Ability to work effectively as part of a team	E	AI
Flexibility and willingness to adapt to changing needs of the school	E	AI
Ability to work well under pressure and meet deadlines	E	AI
Strong interpersonal skills, able to establish and maintain effective relationships with stakeholders including parents/carers.	E	AI
Has a sense of humour particularly when facing difficult and challenging situations	E	AI
Other		
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people	E	AI
Enjoys seeing young people learn in a positive climate and is committed to ensuring all students are supported in making progress	E	AI
Committed to own personal and professional development	E	AI

Core Responsibilities for all Trust Employees

Health & Safety

All staff within True Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

Equality & Diversity

Staff employed by True Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. True Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

Data Protection

All staff within True Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

Safeguarding & Child Protection

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the CEO from time to time, up to or at a level consistent with the main responsibilities of the job.

Key Information regarding the Application Process

To Apply

Completed application forms should be submitted via My New Term.
Please **do not** include your name when completing your supporting statement.

Only completed application forms will be submitted for shortlisting; CVs will not be accepted.

Key Dates

Closing date for applications: Wednesday 22nd July 2026 at 12pm

Interviews will take place week commencing 27th July 2026

Benefits

At True Learning Partnership, we're proud to support our staff both in and outside of work. We're committed to your wellbeing, professional growth, and maintaining a healthy work-life balance.

Our benefits package includes a wide range of support and resources, such as wellbeing tools, a confidential Employee Assistance Programme (EAP), learning and development opportunities, and access to discounts on everyday spending and lifestyle services.

Other benefits include:

- Pension Scheme
- Cycle to Work Scheme
- Eye Care Vouchers
- Seasonal Flu Jabs
- Access to free CPD courses
- Strava – True Learning Runners

Safer Recruitment Information

True Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance. Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.

True Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

Trust Safeguarding Statement

True Learning Partnership recognises the important role that our schools and their staff have in the wider safeguarding system for children. ALL staff have a responsibility to provide a safe environment in which children can learn. True Learning Partnership fully adopts statutory guidance "Keeping Children Safe in Education" (September 2025).

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school.

True Learning Partnership Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail Cholyland@truelearning.org.uk

True Learning Partnership Trust Board safeguarding representative is Paul Jarvis. If you wish to contact them, please e mail info@truelearning.org.uk stating that the e mail relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



Contact Us



True Learning Partnership

Poynton High School, Yew Tree Lane,
Poynton, Stockport, Cheshire, SK12 1PU

W: www.truelearning.org.uk/

E: recruitment@truelearning.org.uk

