

Candidate Briefing Pack

Pastoral Administrator - Nuneaton Academy



Dear applicant,

Who can know the limits of any child's potential?

All of us at Nuneaton Academy firmly believe that every child is a special individual, capable of extraordinary things and deserving of an excellent education. Nuneaton Academy will become a beacon of educational excellence, unwavering in its commitment to nurturing young minds and bringing out 'the best in everyone.' Working with us means **being part of one of the most transformational school improvement journeys in the country**. We foster a respectful culture, where kindness and courtesy are the cornerstone of every interaction. We are resolute, looking for people who exhibit unwavering dedication to the growth and success of our students; showing determination through hard work.

"Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has." - Margaret Mead

United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across the wider group and ample opportunities to network; we recognise the powerful impact that collaboration and partnership have on colleagues. Our central, regional and cluster teams ensure that technology, finance, HR, and data support is provided more effectively and efficiently than would otherwise be possible, so that school leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin.

If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being we encourage you to apply. We welcome the opportunity for prospective applicants to visit us and we invite you to get in touch with any questions you may have ahead of submitting your application.

Thank you so much for considering a post with us.

We look forward to hearing from you.

Mark Dalton

**Principal
Nuneaton Academy**

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 students and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’ underpinned by our core values:

AMBITION – to achieve the best for ourselves and others.

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause.

CREATIVITY – to imagine possibilities and make them real.

RESPECT – for ourselves and others in all that we do.

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests.

DETERMINATION – to overcome obstacles and achieve success.

Our Framework for Excellence

To achieve our mission, our schools prioritise five key principles:

- **EDUCATION WITH CHARACTER**
- **LEADERSHIP IN EVERY ROLE**
- **CONTINUOUS IMPROVEMENT**

Continuing Professional Development

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out 'the best from everyone'. You will work closely with your Executive Business Manager to set personal and meaningful development objectives and you will receive all support possible to achieve and surpass these objectives. You will also have the benefit of accessing a range of internal and external staff networks and fantastic CPD opportunities.

Benefits

- Access to a 24/7 confidential employee counselling and advice line.
- Access to the Wisdom wellbeing app which can help you track your wellness, improve your mental health and includes workouts, podcasts and recipes.
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments, optical services and consultants (eligible after 6 months' service)
- Westfield Rewards is a discounted shopping platform which offers access to an extensive range of discounts and cashback opportunities across a wide variety of well-known retailers and service providers (eligible after 6 months' service).
- 1 day's paid personal day in each academic year (available to both teaching and support staff)
- Cycle to work scheme
- Car lease scheme
- Free will writing service
- Teacher Pension Scheme / LGPS (approx. pension 23% contribution)

Job Description

Job Title: Pastoral Administrator

Responsible to: Director of Behaviour

Rate of Pay: Full time equivalent £26,000 - £28,000 (Pro Rata Term time only £22,435 - £24,160)

Hours of Work: 8.00am - 4.00pm
Term Time, including Inset days (a total of 39 weeks).

Main Purpose of the Post:

To provide effective administrative and pastoral support to the Behaviour and Pastoral Teams, with the role primarily based within the Reflection Room. The post holder will ensure the efficient running of behaviour systems, accurate record-keeping, and professional communication with stakeholders, while supporting the day-to-day operation of the Reflection Room.

Pastoral Administration:

- To provide comprehensive administrative support to the Behaviour and Pastoral Teams, ensuring systems and processes operate efficiently.
- To maintain accurate, timely, and detailed records of student behaviour, Reflection Room placements, and pastoral interventions using the school MIS (e.g. Arbor).
- To oversee Fixed Term Suspension documentation, ensuring all paperwork is completed accurately and within statutory timescales.
- To manage and update behaviour logs, reports, and tracking systems to support monitoring and intervention planning.
- To support the analysis and tracking of behaviour data, identifying key trends and ensuring relevant information is shared with staff.
- To coordinate and organise pastoral and behaviour meetings, including scheduling appointments with students, parents/carers, and staff.
- To liaise with parents and carers regarding behaviour incidents, Reflection Room placements, and outcomes, ensuring communication is clear, professional, and recorded.
- To prepare and distribute documentation relating to behaviour, including letters, reports, and meeting records.

Reflection Room Coordination:

- To support the daily running of the Reflection Room, ensuring a calm, structured, and purposeful working environment.
- To supervise students placed in Reflection, ensuring expectations for behaviour and learning are consistently applied.
- To communicate clear expectations, routines, and tasks to students accessing the Reflection Room.
- To ensure students complete set work and remain focused during their placement.

- To maintain high standards of organisation and presentation within the Reflection Room.

Pastoral Support :

- To encourage students to reflect on their behaviour and take responsibility for their actions.
- To support the implementation of agreed behaviour strategies and Individual Support Packs.
- To work alongside staff to promote consistent behaviour expectations across the school.
- To participate in duty and on-call systems as required

All

- To attend Line Management meetings as appropriate.
- To be responsible for safeguarding and promoting the welfare of students and young people for whom the post holder is responsible, or comes into contact with.
- To liaise with parents as necessary; direct communication is necessary, either by phone or in person.
- Assist with after school detentions as appropriate.

Other duties and responsibilities:

- Contribute to the overall ethos/work/aims of the school.
- Attend staff meetings to maintain an awareness and understanding of current issues within the school and to provide and receive information, contribute to and inform discussion.
- Participate in training, including relevant learning strategies and other learning activities and performance management where required.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

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 the principal, members of the Senior Leadership Team or their line manager, to undertake work of a similar level that is not specified in this job description.

Professional Development and Staff Support:

- To attend meetings and CPD sessions as required by the Vice Principal - Behaviour.
- To participate in a personal staff development/appraisal process in accordance to policy.
- Support effective teamwork and good relationships between all academy staff.

Nuneaton Academy 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. All staff and volunteers are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

All staff and volunteers must observe Health and Safety procedures to ensure a safe working environment.

PERSON SPECIFICATION:

Criteria
Education and Experience
<p><u>Essential</u></p> <ul style="list-style-type: none"> • A minimum of Grade C in GCSE (or equivalent) in English and Maths • Have experience of working with students of secondary school age <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Post 16 education preferably to degree level • Level 3 qualifications and above • Successful experience of behaviour management within a secondary school, with particular understanding of students who exhibit challenging behaviour on a regular basis • Have experience of working within an administrative environment
Knowledge and Understanding
<p><u>Essential</u></p> <ul style="list-style-type: none"> • A working knowledge of Microsoft Word, Excel, Outlook and other software packages necessary to carry out the key tasks described <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Knowledge of the school's computer systems
Skills and Abilities
<ul style="list-style-type: none"> • Excellent communication skills • The ability to work in a busy school environment • The ability to work within a high-pressure environment and to keep calm when under pressure • The ability to work individually as well as part of a team • The ability to use your initiative