



UNIVERSITY OF  
BIRMINGHAM  
SCHOOL

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University of Birmingham School

# Candidate Information

[uobschool.org.uk](http://uobschool.org.uk)

# Professional Services

## Pastoral Administration Assistant

### CANDIDATE INFORMATION

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For more information, please go to [www.uobschool.org.uk](http://www.uobschool.org.uk). To arrange an informal discussion with the Principal, please call our School Business Leader – Mr Robin Haslam on 0121 796 5007.

Please submit your completed application online by the closing date advised on the TES website.  
<http://tinyurl.com/UOBS2023>

Dear Candidate,

Thank you for your interest in working at University of Birmingham School.

We passionately believe that the purpose of education is to develop the character of our pupils and students so they actively pursue a good life. We want them to be confident, curious and ambitious learners; we want them to show compassion, empathy and patience in their relationships with others and we want everyone to find a place in their local and global communities where they can flourish and thrive. The successful candidate will share our passion to make a positive and lasting difference to the lives of our pupils and students.

Our academic curriculum is delivered by our staff together with a pioneering programme of Character Education that embeds an enrichment programme of clubs, societies, sport, music, trips and visits into our school day. This approach is significantly enhanced by the full support of the University of Birmingham, to develop and integrate curricular, creative, sporting, intellectual and career enhancing links with our 'parent body'.

As the first secondary 'University Training School' in the country, we aspire to play a significant role in developing future generations of outstanding classroom practitioners, middle and senior leaders.

Our Pastoral Administration Assistant will work closely with the whole School community to ensure the School delivers its vision.

If you are someone with relevant experience, passion, expertise and vision, we offer an opportunity to work in a 'school for Birmingham', one that is designed to develop the flourishing citizens of tomorrow. We are committed to ensuring the well-being of our staff, but, at the same time, we have the highest expectations in terms of both quality of performance and commitment.

I hope you are as excited as I am by this challenging, yet immensely rewarding, opportunity. My team are happy to answer any questions you may have and I look forward to receiving your application.



Colin Townsend  
Principal

## University of Birmingham School – Information for Candidates

University of Birmingham School opened in September 2015 in a new £23 million building located on the University of Birmingham's Selly Oak campus. In that first year, we welcomed 150 students into Year 7 and nearly 200 students into the Lower Sixth Form. In September 2020 we reached full capacity.

At University of Birmingham School, we are pioneering a comprehensive school and sixth form for a truly diverse and inclusive learning community that creates great citizens. We are proud to welcome 11-19 year olds from all across Birmingham through our doors to be part of our state-of-the-art school, and give them the opportunity to develop great character and achieve academic success in a thriving community - without limits.

Our partnership with the University of Birmingham gives our pupils, students and our staff unrivalled access to their world-class resources, research and people. This partnership makes us the UK's first secondary University Training School and gives us endless opportunities to collaborate, learn and grow as a school.

Our diverse curriculum is supported by a school-wide enrichment programme that ensures all pupils and students have the opportunity to explore their passions and develop as well-rounded citizens with great character.

By balancing character development with academic success, we are creating better citizens, better communities, and a better world.

## About our Education

The curriculum in Years 7 to 11 includes Art, Biology, Chemistry, Computer Science, Design Technology, English, Geography, History, Mathematics, Modern Foreign Languages, Music, Physical Education, Physics, and Religious Studies. In the Sixth Form, we offer Art, Biology, Business Studies, Chemistry, Computer Science, Design Engineering, English Literature, French, Geography, History, Mathematics & Further Mathematics, Music, Physical Education, Physics, Politics, Psychology, Religious Studies, and Sociology.

The Form Tutor, Pupil Pastoral Managers and Year Leaders provide pastoral support and are the main conduit of communication between home and school on a day-to-day basis. Information about progress and attainment in terms of both academic performance and enrichment involvement is provided at least termly, together with an annual Parents' Meeting.



## How is University of Birmingham School different?

### 1. Character Education

A feature of many of the most successful and traditional schools in the country is that their structures support, not necessarily by design, the development of character. Underpinning our ethos and provision is the first difference in our school - a focus on both 'taught and caught' character education.

### 2. Enrichment Programme

A second distinctive feature of the school is our enrichment programme. This timetabled opportunity allows the teaching staff, alongside trainee teachers, university sports coaches and professional services staff to provide an unparalleled programme of activities and host special activities.

### 3. Links with the University of Birmingham

The third distinctive feature of the School are the possibilities created through the extensive links with the University resources, staff, pupils, students, and alumni.

## Why should you apply to work at University of Birmingham School?

We are committed to developing a school of the future, one focused to self-improvement and the pursuit of excellence in all aspects of our work and play. We aim to nurture, encourage and challenge all of our pupils and students to make the best of the opportunities available, to enjoy their time with us, and to realise their potential so that they can go on to make a real difference to other people and the communities in which they live.

We are seeking to recruit committed and ambitious individuals determined to transform the lives of our youngsters. In return, you will have the opportunity to work in outstanding facilities, with and for aspirational children and their parents/ carers, and receive the best quality professional pedagogical and academic support to continue to develop your knowledge and skills in a unique and high profile environment. You will also have access to the physical and intellectual resources of a world class University.

As the School has now grown to full capacity, the department and pastoral teams have also grown and, dependent on performance, this is reflected in the payment to those who hold leadership or responsibility positions. In addition, there will be growing opportunities to be involved in a whole myriad of professional development opportunities as we seek to exploit our position and utilise our resources to lead on research based teaching and learning.



Whilst we will be expecting a lot of each member of our community, the well-being and happiness of all is a priority. From experience we believe that people work best in institutions that value and promote a 'high accountability but high autonomy' approach. From time to time events occur that affect our personal and working lives. Under such circumstances, we will endeavour to provide the flexibility in approach and seek to provide access to whatever resources are required to support you when you need them.

We will expect you to do your best; to be an outstanding role model; to be committed to self-improvement; and, like the students, to demonstrate resilience and be fully committed to exploiting the opportunities available. We do hope, along the way, you will enjoy yourself and get the personal satisfaction and reward from doing what is the most important role in a modern society.

We look forward to receiving your application. We intend that our graduates will go on to make a difference to the lives of others – the real value of education. Join Team UoBS today.

## Indicative Pay and Benefits

### Commitment to Staff

We recognise that our staff are the School's most important asset and will value the commitment, support and goodwill of all those working at the School. To match our high expectations, we provide enhanced pay and benefits by:

- Paying staff a single salary for doing an excellent job;
- Broadly reflecting but simplifying the Standard Teachers Pay and Conditions Document (STPCD) whilst offering competitive, enhanced pay and benefits to match our enhanced expectations;
- Maintaining a properly remunerated leadership and management structure within the School that reflects the levels of responsibility that staff undertake;
- Making fair, justifiable, open, objective, and accountable decisions within agreed policies and procedures;
- Promoting excellence, as well as a sustained, substantial contribution to the distinctive nature of the School;
- Putting care for staff, their wellbeing and professional development at the heart of the School;
- Establishing a culture of robust performance development and appraisal to underpin this policy;
- Developing and maintaining a harmonious working environment.

## Salary Scales 2025/ 26

## Professional Services

		FTE
<b>UOB2</b>	201	£26,142
	202	£26,735
	203	£27,327
	204	£27,920
	205	£28,512
	206	£29,104

Pension

All professional service staff will be eligible to contribute to the Local Government Scheme.

All teaching staff will be eligible to contribute to the Teachers' Pension Scheme.

## Pastoral Administration Assistant - Job Description

The purpose of the Job Description and Person Specification is to provide information about the role, the qualifications skills and experience a successful candidate should have.

Salary	UoBS 2 - Annual salary £26,142 - £29,104 per annum (£24,267 – £27,017 pro rata, term time plus two weeks)
Reporting to	Assistant Principal (Pastoral and Wellbeing)
Hours	08:00 – 16:00 This is a full-time post but applications from individuals seeking part time working arrangements are welcome.

### **Core Purpose**

Working closely with the Assistant Vice-Principal, school services team, teaching staff and Senior Leaders, the post holder will be responsible for ensuring an excellent administrative support for pupils, students and families through the Pastoral team.

### **Specific Responsibilities**

The list of tasks below is illustrative of the general nature and level of responsibility of this post. This is likely to change over time in response to the School's needs and the experience and skills of the team as a whole.

### **Pastoral Team Support**

- providing secretarial and clerical support for the Pastoral team and Assistant Vice Principal - including diary management and minute taking;
- supporting the Pastoral Team in ensuring filing of pupil documents is highly accurate and timely;
- working with relevant school systems to support the Pastoral Team, wider school community and families;
- working with school systems to ensure detention lists are accurate and timely;
- working with the Pastoral Team to ensure that uniform stocks are appropriate;
- provide minute taking services in key Pastoral and Pastoral Plus meetings, including Safeguarding;

### **School Services**

As part of the School Services team, ensure an outstanding welcome and professional support for pupils, students, families, staff and visitors, as directed by the Assistant Vice-Principal, including:

- responding promptly and creating a calm, safe and supportive environment for parents, pupils, students and visitors to the School, as well as those enquiring via digital media, email and phone;
- supporting pupils and students to either resolve any enquiries or issues raised or refer them to the appropriate member of staff if required;
- maintaining the databases for external systems which support teaching and learning, including, but not limited to, Safeguard my School, Edukey, Class Charts and Schools Buddy, as well as supporting individual departments with their own online learning resources;
- ensuring parents and carers are able to access systems as appropriate;



- highlighting any observations or concerns about individual pupils and students with the relevant Form Tutor or pastoral staff;
- being trained as, and acting as, one of the School's First Aiders;

### **General Duties**

In addition to the Job Description there will be the following general duties. They may be modified as the school grows and develops by the School Business Leader, after consultation with you, to reflect or anticipate changes in your role commensurate with the salary and job title.

### **General Responsibilities:**

To play a role, under the overall direction of the Principal, in:

- Managing staff and resources.
- Supporting the School's responsibility to provide opportunities for personal and professional growth of all staff.
- Creating a School environment with an outstanding care and guidance of, and for, each other.
- Supporting outstanding teaching and learning, achievement and behavior across the School.
- Carrying operational responsibility for the day-to-day management of the School.
- Undertaking any other professional duties reasonably delegated by the Principal, Head of School or School Business Leader.

### **Main Functions:**

- To be an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning.
- Provide a flexible service that adapts to the changing needs of the School Community and responds to day to day situations as they arise.
- To ensure that a proactive customer service approach is adopted in all tasks undertaken.
- To be an excellent communicator with the whole School community.
- Ensuring that the School community has the right information at the right time to enable an excellent service.
- To contribute to the ethos of the School by participating and leading on enrichment activities.
- To be an active and supportive part of the wider professional services team.
- Take on relevant responsibilities that are both essential or add value to the School community. For example becoming a First Aider and/or Fire Warden.
- Be aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear.
- Consistently produce a high standard of written work.
- To be a professional role model with a clear understanding of tolerance and the importance of diversity.

### **School Improvement:**

- Demonstrate the School's vision and values in everyday work and practice.
- Continually look to improve practice and keep up to date with latest developments related to your role.
- Be knowledgeable in your role and provide advice and guidance to the School community.

### **Developing Self and Working with Others:**

- Develop positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets.

- Regularly review own practice, set personal objectives and take responsibility for own development.
- Manage own workload and that of others to allow an appropriate work/home life balance.
- Consistently enhance knowledge in relation to your role utilising self-directed learning.

#### **Securing Accountability:**

- Support the Principal in developing a school ethos which enables everyone to work collaboratively, to share knowledge and understanding, celebrate success and accept responsibility for outcomes.

#### **Other Requirements:**

- To be aware of all Safeguarding/Child Protection issues.
- To assist with registration as required.
- To carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments).
- To carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The University of Birmingham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

## Pastoral Administration Assistant - Person Specification

### Qualifications

- 5A\*-C grades at GCSE including at least C grade in English and Mathematics

### Personal Qualities and Relationships

- To have personal impact and presence;
- To be able to use own initiative for the good of the School;
- To be able to establish and develop good relationships with all involved in the School;
- To have experience of providing outstanding customer service for internal and external stakeholders;
- To have a positive and motivated approach to work;
- To be flexible and approachable;
- To be resilient and calm under pressure;
- To have the ability to deal sensitively with people and resolve conflicts.

### Interpersonal and Communication Skills

- Have the ability to communicate effectively in writing and orally
- To be fully competent in the use of ICT and data entry

### Operational Experience

- To have extensive experience of administration within a busy working environment;
- To have successfully worked in a position with varied tasks;
- To have experience of working with young people;
- To be first aid trained or willing to be trained.

### Other

- An understanding and willingness to be involved in School enrichment activities;
- Awareness of working in a School environment.

### Complaints

If, following a future review amendment(s) are made to this document and an agreement is not reached, the appropriate grievance procedure should be used for the settling of any disputes.

Job Description issued by \_\_\_\_\_  
(Signature of the Principal)

Copy received by \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Employee)