



**GREAT
HEIGHTS**
ACADEMY TRUST



**THE MIRFIELD
FREE GRAMMAR**

Achieving excellence together

Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Pastoral Administrator across the school. This is an exciting time to join The Mirfield Free Grammar Journey as we continue our journey as part of Great Heights Academy Trust.

*Great Heights Academy Trust strives,
to always provide an inspirational, positive, and welcoming environment
where there is a sense of pride and fun and where everyone works together
with confidence, enthusiasm, and mutual respect.*

*We aim to nurture academic, personal, spiritual and social
development in a caring and professional manner
so that all achieve their full potential
and all can reach GREAT heights.*



Pastoral Administrator



CANDIDATE INFORMATION PACK



► Welcome

Dear Colleague,

I am delighted that you are considering the position of Pastoral Administrator at The Mirfield Free Grammar.

We are seeking to recruit an individual for our secondary school who has inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join the leadership team as we embark on our exciting journey with the Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

We strongly believe The Mirfield Free Grammar has an inspirational, positive, caring and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at The Mirfield Free Grammar strives to 'achieve excellence together' and this vision is embedded in 'THE MFG Character' across our school community.

We endeavour to create well-rounded, happy, and confident young people who are able to contribute positively within the community. I am a firm believer that THE MFG Character of Tenacity, Health & Happiness, Equity, Morality, Flourish, Generosity are the most appropriate foci to enable our students to achieve this.

We look forward to reading your application, best of luck to all.

Yours sincerely

Mrs Alexandra Fuller
Principal



Overview of the Position for The Mirfield Free Grammar

The Mirfield Free Grammar are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in administration and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students at all levels.

About the Trust

The Trust currently comprises of seven primary schools; three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Nields Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

► Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



GREAT HEIGHTS
ACADEMY TRUST

Achieving excellence together



BOWLING GREEN
ACADEMY



CARLINGHOW
ACADEMY



COLNE VALLEY
HIGH SCHOOL



MARSDEN
JUNIOR SCHOOL



NIELDS
ACADEMY



RAYNVILLE
ACADEMY



THE GREETLAND
ACADEMY



THE MIRFIELD
FREE GRAMMAR



WEST VALE
ACADEMY

English Hubs

Teamworks English Hub
@ The Greetland Academy



Great Heights
Research School
West Yorkshire

Supported by the Education Endowment Foundation



AA Teamworks
WEST YORKSHIRE SCITT



JOB DESCRIPTION

Pastoral Administrator

Department: Character

Pay Range: Grade 7 (Point 14–17)

Hours of Work: 37 hours per week, term time plus 15 days

Responsible to: Assistant Principal – Behaviour and Attitudes

Statutory Requirements

The post is aligned to the Local Government Terms and Conditions, as set out in the relevant statutory guidance.

Membership of the Trust

To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the Trust.

To contribute to the delivery of the MAT school improvement offer and subsequent gains of being part of Great Heights Academy Trust.

To ensure all Trust systems, processes and procedures are adhered to as requested by Trust post holders.

Duties and Responsibilities

- To provide comprehensive administrative support to the school's behaviour and pastoral systems.
- To maintain accurate and up-to-date behaviour records using the school's Management Information System (MIS).
- To administer the school's detention system, including scheduling, recording attendance, communicating arrangements to students, staff and parents/carers, and following up any non-attendance.
- To produce daily, weekly and half-termly behaviour reports for pastoral leaders, senior leaders and governors as required.
- To monitor behaviour referrals, sanctions, detentions, suspensions and other behaviour interventions, ensuring records are accurate and completed within agreed timescales.
- To support the administration of suspensions, off-site directions and alternative provision placements, including the preparation of documentation, parental correspondence and maintenance of accurate records.
- To prepare all paperwork and documentation relating to Principal's Disciplinary Meetings, Governor Discipline Committee meetings and other behaviour-related panels.
- To arrange meetings relating to suspensions, off-site directions and permanent exclusion processes, including invitations, agendas, supporting papers and minute taking where required.
- To liaise with parents/carers, staff, governors and external agencies regarding behaviour processes and meetings in a professional and timely manner.
- To be an active member of the team responsible for the day-to-day operation of the school's Reflect provision.
- To supervise students within the Reflect area, ensuring a calm, purposeful and productive environment is maintained at all times.
- To support students in reflecting on their behaviour, completing restorative work and identifying strategies for improving future conduct.
- To facilitate and support restorative conversations and meetings between students and staff to repair relationships and support successful reintegration into lessons.
- To maintain accurate records of student attendance, behaviour, interventions and outcomes within the Reflect provision.
- To support the tracking of students identified for behaviour interventions and monitor the completion of agreed actions.



- To support with uniform to ensure students have the correct equipment in school. This includes timely parental communication and tracking of regular issues.
- To identify trends and patterns in behaviour data and provide information to support intervention planning and school improvement.
- To ensure that confidential information is handled in accordance with data protection requirements and school policies.
- To identify safeguarding, wellbeing or behavioural concerns and report these promptly in line with school procedures.

Other Duties

- To support the Behaviour Team in making telephone calls to parents/carers as required.
- To accompany students to reintegration meetings and support follow-up actions where appropriate.
- To support behaviour-related events, parent meetings, enrolment and school information evenings.
- To provide administrative support for rewards systems and behaviour recognition initiatives.
- To undertake any other duties commensurate with the grade and nature of the post.

General

- To uphold the Nolan Principles of Public Life.
- To take part in any CPD activities appropriate to the role.
- To attend school events as required.
- To assist in school emergencies as required.
- To attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO, Principal or Board.

Safeguarding

As part of your wider duties and responsibilities, you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is everyone's responsibility and the post holder is expected to contribute to a strong safeguarding culture across the school and Trust.

Notes

The above responsibilities are subject to the general duties and responsibilities contained within the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. This job description will be reviewed annually and may be amended following consultation with the post holder. It does not form part of the contract of employment.

Person Specification: Pastoral Administrator

Key to identification: A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
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Minimum of a grade C (level 4 equivalent) in GCSE English and Maths	✓		A/I
Business or Administration qualification		✓	A/I
Evidence of personal commitment to CPD		✓	A/I
Willingness to attend appropriate training	✓		A/I
Experience	Essential	Desirable	A/I/R
2 +years' experience in an administrative role		✓	A/I/R
Experience of IT and MIS programmes	✓		A/I/R
Experience of working with changing priorities and proven ability to handle a range of situations.	✓		A/I/R
Experience of using MIS system Arbor, Integris or equivalent.		✓	A/I/R
Experience of using Word, Excel, and Outlook	✓		A/I/R
Experience of working within a busy, diverse environment	✓		A/I/R
Experience of working and communicating with external agencies		✓	A/I/R
Knowledge and Skills	Essential	Desirable	A/I/R
Ability to set standards and provide a role model for others.	✓		A/I/R
Able to present information clearly to a wide range of audiences.	✓		A/I/R
Have excellent organisational and planning skills with the ability to prioritise, work independently and demonstrate initiative.	✓		A/I/R
Able to evaluate current systems and modify and enhance their effectiveness.	✓		A/I/R
An awareness and understanding of safeguarding responsibilities of all adults who work with children.	✓		A/I/R
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required.	✓		A/I/R
Ability to communicate with and build relationships with a wide range of audiences, including other employees within the Trust, parents, and students.	✓		A/I/R
Ability to work to tight deadlines and problem solve.	✓		A/I/R
Excellent attention to detail.	✓		A/I/R
Able to identify customers' needs quickly and deal effectively with enquiries	✓		A/I/R
Personal Qualities	Essential	Desirable	A/I/R
Excellent interpersonal and communication skills both written and verbal	✓		A/I/R
Ability to work independently and as part of a team	✓		A/I/R
Receptive to new ideas, approaches, and challenges	✓		A/I/R



Demonstrate a commitment to the Trust vision, aims and ethos, its community, and the school improvement agenda.	✓		A/I/R
Complete confidentiality, discretion, and tact.	✓		A/I/R
Calm and able to respond to changing demands.	✓		A/I/R
Flexible and willing to adapt to changing circumstances.	✓		A/I/R

► Reasons to work at The Mirfield Free Grammar / Great Heights Academy



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

