



**Ibstock Community College**

Respect and Pride brings Success



# PASTORAL ADMINISTRATOR

**37 hours per week – 39 weeks per year (0.8559 fte)**  
*(Fixed term for one academic year in the first instance)*

**Grade 6, Points 9-10**

**Full time salary: £23,898 - £24,300 pa**  
**Actual salary: £20,453.63 - £20,797.69 pa**

**Commencing: 27 August 2024**





“ *The college has created a positive environment for learning in which students’ spiritual, moral, social and cultural knowledge and skills are developed well.* ”  
Ofsted

## Welcome to Ibstock Community College. Thank you for taking an interest in our school.

Situated in the heart of the national forest, our aim at Ibstock Community College is deeply rooted in providing an excellent education for all our students, designed specifically to bring out the best in each of them and prepare them for success in life.

We are a caring, friendly and inclusive school, whose success is built on a wonderful staff team, a clear focus on learning and on treating students as individuals. We aim to provide our students with an exceptional foundation for further study, training and employment.

We believe our role is to challenge young people to fulfil their potential both in the classroom and in a wide range of extra-curricular activities. To help them succeed we provide comprehensive and high quality pastoral care.

We have high aspirations for all of our students; we want them to leave us with superb qualifications, great communication skills and the self-confidence, vision and understanding to be successful and happy in a fast changing world.

**Sophie Williams**  
Headteacher





“ We are really pleased with the progress our son has made since joining Ibstock and how well he has settled into secondary school - he loves it! Thank you!  
Parent

## Curriculum

Our curriculum is designed to provide young people with the core knowledge they need for success in education and later life; to maximise their cognitive development; to develop the whole person and the talents of the individual; and to allow all children to become active and economically self-sufficient citizens. By drawing on the best that's been thought, said and done in each subject, we believe that our curriculum at Ibstock Community College enables young people to make connections that will help them to understand the world around them and their place in it.

Our 5 year curriculum is rooted in mastery. Students at Ibstock Community College study fewer topics in greater depth. In Year 9, our GCSE options process encourages students to study the EBACC suite of subjects English, maths, science, French, history or geography. In addition, a creative route with a small number of vocational courses is offered to ensure sufficient breadth in the curriculum for all learners is maintained. In our lessons you will typically see students grappling with the same challenging content, with teachers providing additional support for students who need it. Our higher attaining students, will study content in greater depth and will be encouraged to explore enrichment opportunities as well as being introduced to new content which will develop and strengthen their interest and skills even further.

In order to allow the mastery approach to be effective (i.e. students learn what they are expected to in the year they are expected to), early catch up is essential: we identify and support students who start secondary school without a secure grasp of reading, writing and mathematics so that they can access the full curriculum.

Our taught subject timetable, approach to spiritual, moral, social and cultural development, the tutor system and the ethos and 'hidden curriculum' of the school - are interwoven into The RESPECT standards at Ibstock Community College. These opportunities allow our students to grow in strength both academically and through our personal development curriculum. Through this we explore, discover, and celebrate our differences within the college, our community and across the globe. We are also extremely proud of our music and sport extra-curricular activities, just two branches of our co-curricular and enrichment offer.

## Respect standards

Underpinning our ethos are The RESPECT Standards. These embody a mutual respect, built from trusting relationships between our staff and students, parents and carers, our governing body, our local community and partner schools. We communicate with each other calmly, politely and respectfully.

### R esilience

### E quity

### S uccess

### P ride

### E ffort

### C urrency

### T rust

- We aim to develop strength of mind and resilience in all of our students. This is such an important life skill for all
- We believe that all students have the right to the very best learning experience, whatever their starting point
- We want all of our students to reach their potential and beyond - at Ibstock we celebrate success
- At Ibstock all students take pride in their work, always doing their very best. They are proud to wear our uniform, to represent our college and our community. We are proud of our achievements
- Our students are encouraged to get involved in a range of enrichment activities, to step out of their comfort zone and to broaden their horizons. Our students encourage each other to aim high
- We are proud of our knowledge rich curriculum which develops mastery across all subject areas preparing our students for the next stage in their education
- At Ibstock we trust each other, students, staff, parents and governors





## Pastoral Care

At Ibstock Community College we pride ourselves on the quality of our pastoral care. We see all of our staff and students as part of our Ibstock family and our Pastoral Team are dedicated to providing students with a high level of support within school to help them cope with the demands of life and to enable them to have the opportunity to meet their academic potential.

Our Pastoral Team consists of our Form Tutors, Pastoral Managers, Behaviour Support and a wider team of attached staff mentors. We pride ourselves in knowing each child individually and working very closely with students, and their families, to help each child reach their full potential.

Our Pastoral systems are tightly interwoven with our SEND interventions and our highly experienced staff build in further support through the extensive network of external support agencies.

We have high expectations of our students' and their positive attitudes towards their learning. Ensuring every child understands and adheres to behaviour expectations, recognises and responds to our attendance and punctuality processes and is proud to represent our school community in retaining high standards of uniform, is a fundamental part of successful wider academic growth.

Building the skills for students to be respectful towards all, resilient in their learning and proud of being Ibstock students, is something our Pastoral Team excels in nurturing.

## Partnership

Successful learning depends upon a strong partnership between student, school and home. At Ibstock Community College, we have an excellent relationship with parents, underpinned by our commitment to good communication.

Regular meetings, telephone conversations and our ParentLite portal guarantee that parents have ready access to all the information they need about the progress and achievements of their child.

Our nursery and leisure complex are both extremely popular facilities. We are delighted to be able to provide these services for the benefit of the community and to serve the population of Ibstock and the surrounding area.

The college also has valuable links with industry and community groups, enabling students to learn and gain from these relationships. Most important of these are our strong links with our feeder primary schools. Working together enables smooth transition for students joining us in year 7.





## Beyond the classroom

School is about so much more than classroom learning and we provide a wide range of extra-curricular activities both in and out of school. A wide range of clubs in school currently include art, drama, gaming, debate, music and a range of sports.

Our music department offers the opportunity to join several concerts and productions and, of course, individual music lessons can be organised with our peripatetic teachers.

Away from the school site, educational visits offer students a wide range of cross-curricular experiences. These include visits to France and Belgium, Stratford upon Avon and the Bay of Naples.

## Facilities

Our well-maintained campus is equipped with a range of specialist classrooms all with interactive white-boards, projectors and visualisers. Additional technology includes three digital suites and a variety of class sets of laptops and tablets that are used to enhance our curriculum.

We have a spacious Sports hall, all weather pitch, swimming pool and a range of outdoor PE facilities.

Our dedicated music room has adjoining practice rooms and is situated close to the stage which is our drama and performance space.

We have four spacious science labs and the science block also boasts a large ICT suite which is one of the Design and Technology learning zones. We also have an Art studio, textiles room, resistant materials workshop and a food technology kitchen and classroom.

Our library is situated at the heart of the college and has a wide selection of literature which is available to all students via the Accessit booking system. The library is also the base for homework club, book club and is open at lunchtime for students.

## Ibstock Community College is part of the MULTI ACADEMY TRUST.



### Vision

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

### Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- The relentless pursuit of excellence by; expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

### Mission

#### Long term goal

- Outcomes equal to the best nationally and internationally for every school and every child
- Every child receives a truly rounded education resulting in a strong moral compass, a globally competitive skill set and a confident sense of self
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families and other local stakeholders.
- Providing high quality buildings, engaging classrooms and excellent sporting facilities
- Delivering innovative learning resources and materials
- Ensuring a well-disciplined and caring environment
- Exploiting cutting edge technologies to expand the opportunities for students, staff and our community to benefit from learning in a digital age.

#### Medium term objectives

- Each school is confident and thriving in its development; schools are beyond challenge from Ofsted in achieving the aims and values of the LiFE MAT.”



**Ibstock Community College**  
Respect and Pride brings Success

June 2024

Dear applicant,

### **Pastoral Administrator**

Thank you for your interest in the post of Pastoral Administrator at Ibstock Community College. We are looking to appoint a committed and enthusiastic person, who enjoys the challenges of working with young people, to join our pastoral department on a fixed term contract for one academic year in the first instance.

### **Context**

This is an exciting time to be joining Ibstock Community College! With over 800 students on roll, the college is at the heart of the local community, serving families in Ibstock and the surrounding villages of North-West Leicestershire. The college joined LiFE Multi Academy Trust in July 2021 and we are now at a pivotal stage in our journey to become an 11-16 school, as we await our first GCSE results in the summer.

### **About the role and you**

This is a key post in our continuing development. As pastoral administrator, you will provide confidential and effective support to the pastoral team in the management and delivery of excellent student behavior and pastoral care, liaising with all school stakeholders, other schools and external agencies as and when required. The successful candidate will need to be a positive, flexible and motivated individual, with the ability to work to strict deadlines, responding effectively and efficiently to challenges in a diverse and fast changing environment. Excellent communication and interpersonal skills are required, together with a calm and professional approach. Sound IT skills are essential and knowledge of school management information systems would be beneficial.

### **How to apply**

We encourage you to visit our website for more detailed information about the college and further information about the vacancy. Informal enquiries about the post are welcomed by emailing [jobs@ibstockcollege.co.uk](mailto:jobs@ibstockcollege.co.uk).

Please send a letter, maximum 2 sides A4, which specifically addresses the requirements of this post, together with your application form. To comply with Safer Recruitment guidelines, please do not send a CV as we do not accept them. Completed application forms should be emailed to [jobs@ibstockcollege.co.uk](mailto:jobs@ibstockcollege.co.uk), or returned directly to the college and should be received by **9.00 am on Thursday 4 July 2024**. Interviews for shortlisted applicants will be held week commencing 8 July 2024.

### **The application process**

#### Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks, including an online check.

#### Data Protection

Should you be unsuccessful with your application, the school will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

#### References

Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for

verification. Please ensure that you have permission to provide their details on the application form and note that references will be sought prior to interview for all shortlisted candidates.

Equal Opportunities

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

I look forward to receiving your application. Thank you in advance for your interest in working with us and for the effort that you have made with your application. If you wish to discuss or clarify anything arising from the information attached, please do not hesitate to contact us.

With best wishes

A handwritten signature in black ink, appearing to read 'Sophie Williams', written over a light grey rectangular background.

Sophie Williams  
Headteacher



## **Pastoral Administrator**

**Grade 6 (Point 9-10)**

**Line manager: Assistant Headteacher (Culture & Expectations)**

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### **Core purpose**

To develop everyone's potential academically, socially, morally, spiritually and emotionally in a stimulating and challenging environment in order to educate students who can think independently, behave responsibly and continue to learn successfully.

To support the development of the college through effective teamwork at all levels and through wholehearted and effective support of the college's key principles: to achieve excellence in learning, to create a sustainable learning community, to ensure integrity and innovation in what we do, to promote respect for all, and to promote opportunities for all.

### **Job purpose**

To provide confidential and efficient administrative support to the pastoral department

To provide effective support to the pastoral managers in the management and delivery of excellent student behaviour and pastoral care within the college

To liaise with all staff, students, parents and visitors of the college, other schools and external companies and agencies

### **Main duties and responsibilities**

- To circulate, gather and analyse student information as relevant
- To support tracking of students as appropriate
- To ensure that student achievement, progress and examination data is entered onto the appropriate databases and to produce reports from this data
- To ensure that student data is kept up to date and shared as relevant
- To produce and analyse daily reports and weekly attendance reports
- To actively chase student attendance
- To support in the organisation of enrichment activities
- To organise and support intervention strategies/programmes and communicate with all stakeholders
- To support SLT and the pastoral managers in ensuring appropriate management of spaces and equipment
- To ensure any safeguarding concerns are raised and reported through appropriate channels
- To support the school ethos and support LAC and Alternative Provision students in maintaining good order and discipline
- To support with the organisation of parental events
- To support the team in providing appropriate resources for tutor activities
- To contact parents/carers by telephone, email and letter with regard to pastoral matters
- To oversee suspension and exclusion documentation, including producing and communicating letters to parents
- To support with any relevant collation of documentation in preparation for suspensions and exclusion panels for the LGB

- To facilitate and monitor student suspensions and RFS (return from suspension) meetings
- To contribute to the organisation and preparation of relevant material for parent information evenings
- To facilitate student leadership opportunities
- To lead in organising any pastoral off-site trips/visits and support those of a curriculum nature
- To support with student well-being. To include organisation of our referral system and oversight of student appointments with internal and external staff
- To complete whole school administration duties as and when required
- To support the administration of our attendance policy and procedures
- To provide support with other administrative requests as directed by the Assistant Headteacher.

## **Considerations**

- a. The nature of the work may involve the post holder carrying out work outside of normal working hours, meaning flexibility around key events will be expected.
- b. Ibstock Community College is a member of LiFE Multi Academy Trust with a number of local schools and as such the post-holder may be required to attend training at, or work occasionally across other sites in the future.
- c. The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- d. This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.
- e. This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.



## Pastoral Administrator

QUALIFICATIONS AND EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> <li>– GCSE (A-C) in mathematics and English or equivalent <i>(or proven ability of working at this level in a similar role)</i></li> <li>– Experience of working in an education setting or health and social care</li> <li>– Experience of working positively / effectively with young people</li> <li>– Experience of working positively / effectively with parents / carers</li> </ul>	<ul style="list-style-type: none"> <li>– IT qualification e.g. ECDL / RSA / CLAIT</li> </ul>
KNOWLEDGE AND SKILLS	
Essential	Desirable
<ul style="list-style-type: none"> <li>– Good standard of literacy and numeracy</li> <li>– Sound knowledge of Microsoft Office (in particular Word/Excel)</li> <li>– Knowledge of school MIS database (e.g. Arbor)</li> <li>– Knowledge of safeguarding and child protection procedures</li> <li>– Proven organisational skills</li> <li>– Ability to work on own initiative</li> <li>– Able to work well with young people, some who may have challenging behaviour</li> <li>– Excellent written and verbal communication</li> <li>– Able to produce clear reports and keep concise accurate records</li> <li>– Ability to deal with a variety of people sensitively, empathetically and assertively</li> <li>– Excellent attention to detail - high level of accuracy</li> <li>– Able to respond flexibly to changing demands</li> </ul>	<p>Experience using Arbor MIS</p>
PERSONAL ATTRIBUTES	
Essential	Desirable
<ul style="list-style-type: none"> <li>– An enthusiasm for working with young people</li> <li>– Flexible with a 'can-do' approach</li> <li>– Integrity, empathy and patience</li> <li>– Able to work under sustained pressure while remaining cheerful and resilient</li> <li>– Able to react appropriately to problems and unexpected situations, making rapid decisions and taking the initiative</li> <li>– Able to operate effectively as a member of a team with minimum supervision</li> <li>– Self-motivated</li> <li>– Loyal and dependable</li> </ul>	