



Application Pack

For post of Pastoral Support Administrator



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BACKGROUND INFORMATION

Brymore is a state boarding academy for boys situated in its own beautiful grounds of 60 acres in Cannington, near Bridgwater. In 1951 Somerset County Council purchased the estate at Brymore for £6,600 and following extensive repairs and alterations it was opened as a Secondary Technical School in September 1952 for boys aged 13 -17. Today, Brymore is a sponsored academy and is part of the Bridgwater and Taunton College Multi-Academy Trust. From September 2014, the academy extended its age range to admit boys from the age of 11 and we reached capacity in September 2015.

Brymore is at an exciting period in its history. There has been a rapid rise in examination results over the past six years with Brymore moving from the bottom 5% nationally to the top 15% in value added terms. Maths and English regularly achieve value added scores placing in the top 5%-15% of the country with DT results also exceptionally high. There has been considerable investment over the past ten years with £8 million going into new buildings - £3 million into new boarding houses which opened in January 2009, over £1.5 million into new classrooms and laboratories which opened in September 2008, a further £2 million refurbishment project of the main boarding house and over £0.5 million in a new dining hall and kitchens, which opened in April 2015. The horticulture facilities received £0.25 million of investment in 2016 with a new £0.6 million farm building, milking parlour and purpose built classroom are due to open in October 2019. It is a delightful and special place to work with young people and we are now heavily over-subscribed with over two applications for every place in Year 7.

The four corner stones of the Brymore experience are the farm, gardens, workshops and sport - plus, of course, the fact that it is a boarding school. Brymore has excellent facilities. It has a 110 acre farm including its own dairy herd, beef, pigs, sheep and chickens. It has extensive horticultural facilities including a one acre walled garden, glasshouses and each boy has access to his own plot. We have three workshops, a forge and a CAD/CAM room so that boys can work with a variety of materials. Boys enjoy a wide range of sports including the traditional rugby, hockey, cricket and athletics. They also have access to an outdoor pool, mountain bike track (which they built themselves) and they are offered over seventy different activities a week after school and at weekends.

There are currently over 320 boys on roll, as of September 2019 and 128 of these are boarders. However, even the out-boarders board when on a "duty" week. (This involves milking or feeding at 6.30 am, then School, then duties again at 4.00 pm). All the boys help on the farm and in the gardens. Around half of the boys come from a land based background. As a State Boarding School parents pay modest boarding fees and the state pays for the education. Our half terms are kept short (six weeks maximum) to ensure that boarders – and staff - get adequate rest and time at home. From September 2018, we have moved from a six to a five day week, with lessons taught on a Monday to Friday, with six Saturdays a year, for 'special' events such as the Harvest Festival. Teaching time is concentrated over 34 weeks, giving eighteen weeks holiday a year, in line with many independent schools and more than other state schools. This pattern of short, focused terms, with longer holidays works well for families.

The pastoral system at Brymore comprises three houses, Galsworthy, Taylor and Walker. Each has a Head of House and tutors who lead Vertical tutor groups. The rewards system is well established and is of great importance to the ethos of the school. We have an assembly three days a week, with two tutorials and with the Friday gathering is chiefly given over to the embodiment of the reward system - certificates and awards are presented along with sports results and items of good news. Each term the results of inter-house fixtures are added to merits, commendations, attendance and other data to produce the result for the FOBSA Trophy (Friends of Brymore School Association). Through this, and other means, we actively

seek to reward each boy for their endeavour and skill. We do not give rewards for the sake of it, but the system is remarkably good at finding something to celebrate in each boy.

Brymore is also about student development as well as academic success, so the context is one of encouraging the best in boys who, frequently, have not thought of themselves as successful at school. We change that by finding out what they are good at, by building self-esteem and confidence and by encouraging them to live by our own three Rs - Resilience, Resourcefulness and Responsibility. We expect boys to be polite, courteous, to be able to hold a conversation and to mix well with people they do not know.

At present there are three classes in each year group of approximately 70 students, giving class sizes of 20-25 boys. Most boys study Land based studies and Resistant Materials/Engineering at Key Stage 4. However, we will also allow boys to meet the requirements of the English Baccalaureate and follow a more academic pathway should they wish. Results have traditionally been high in value added terms, with a number of departments performing in the top five in Somerset.

The school comprises of three boarding houses, each holding up to 50 students. Two staff are assigned to, and live in each house, with duty staff and assistant houseparents running activities and Prep in the evenings. A senior member of staff is always on call, including overnight. The Head of Boarding oversees the school's boarding facility. Many activities are run in the evenings, so that boys are occupied at all times. Friday afternoons are taken up with activities, including rugby, hockey, farm, gardens, golf, hill walking, photography and a cookery class. Many boys go home on Friday afternoon, leaving a maximum of 30 boys who remain in on a Saturday and Sunday before all boys return Sunday night/Monday morning.

The School has had a fairly settled Senior Leadership Team over the past few years and is making significant changes to improve the attainment of the boys. The focus is very much on Raising Achievement and we are proud of the consistently high value added scores produced by the boys. In 2018 Ofsted rated the school as 'good' in all areas and highlighted leadership as a strength, in recognition of the rapid progress and pace of change. Results at the academy have improved exponentially, with good data and in many areas, outstanding achievement. Our Progress 8 score has always been positive. In 2019 the boarding provision was also rated good at Brymore with safeguarding, the range of activities and the way boys are listened to were said to be outstanding. Meanwhile, the support of parents is exceptional, with over 95% recommending the school in a recent Ofsted survey. As a member of staff you will get to know parents well through many of our functions held throughout the years such as the Harvest festival service, Christmas carol service, sports day and swimming gala which are always well attended.



Brymore Academy and Bridgwater and Taunton College Trust

Brymore converted to an Academy in September 2013. This formed part of our drive to continually improve the future of the school, which opened in 1952 as one of the first 'Technical Schools' in the country. Our aim is to be a centre of excellence, both vocationally and academically, building on the legacy of the past, whilst delivering the innovative education of the future.

Brymore is part of the Bridgwater and Taunton College Trust which consists of a group of schools, both primary and secondary, from across Somerset sponsored by Bridgwater College, who are working together to maximise effectiveness, and benefit from the support of the College and of each other. The Bridgwater and Taunton College Trust plays a key role in challenging and supporting each Academy. It provides stability, direction and accountability, whilst enabling Brymore to play to its strengths. The trust is well established with a team of staff, led by the CEO who provide support in terms of teaching and learning, staff development, HR, premises, safeguarding, health and safety, ICT and financial management. Our emphasis on traditional values and the development of resilience, resourcefulness and responsibility continues to be at the heart of all that we do. At the same time, the Academy structure provides us with an opportunity to work in partnership with other schools, share resources and expertise and strive to get the best for all our boys.

Academy status gives Brymore the freedom to be innovative and creative with the curriculum, timetabling, staffing and governance. It is an exciting opportunity to build on recent successes and create an inspirational school that will transform learning, extend opportunity and raise expectations. We have the freedom to focus teaching and resources where improvements are really needed. Thus, we set the highest aspirations for student achievement providing a curriculum that is challenging, relevant, innovative and sufficiently flexible to engage pupils of all abilities. The Academy is responsible to the Academy Trust which ultimately answers to the Secretary of State for Education. The Trust provides a structural solution that helps to build capacity, providing opportunities for both staff and students. It is building on the improvements already made by strengthening governance, broadening leadership and management and providing a framework for long-term support.

February 2020

Dear Applicant

Thank you for your interest in the position of Pastoral Support Administrator. It really is a fantastic and unique place to work and I hope having read all of the information, and maybe visited us, you will feel it is the right school for you. If not, then I wish you luck in any future applications.

Having experienced difficulties around ten years ago Brymore is currently in the most exciting phase of its development. Results have risen rapidly over the past eight years and we have consistently delivered positive value added/Progress 8 scores. We are heavily over-subscribed, benefit from the stability and economies of scale of being part of a MAT and have strong Ofsted reports for both the school and the boarding provision. The boys themselves make the Academy what it is, and you will find them polite, well-mannered and motivated to do well. I am also lucky to have loyal and hard-working staff. The governors and trustees have a wealth of experience and play an exceptionally active and supportive role within the Academy. The grounds, the mix of historic and brand new buildings, 110 acre farm, one acre walled garden, workshops, forge, outdoor pool and the excellent views of the Quantocks are all added bonuses.

I took over as Headteacher at Brymore in 2010, following the retirement of Malcolm Lloyd who had been at the school for seven years. He was responsible for £6 million worth of development, creating excellent facilities. In September 2011 I was able to appoint virtually a brand new leadership team, who embraced the challenge of transforming the school with vigour and enthusiasm. Vicky Davis is the Deputy Headteacher, in charge of teaching and learning/ curriculum; Luke Winter is the Deputy Head for Pastoral and Rob Watts joined the school in April 2012 and is Head of Boarding. The leadership team has therefore been stable for a number of years. Staff describe the 'buzz' of Brymore, the sense that we are moving forward and building our own future. In the last eight years the school has moved from the 96th percentile for pupil progress to consistently placing in the top 5%-15% of schools nationally. English consistently has the best progress in Somerset and has regularly been in the top 5% of schools nationally, with Maths also performing well. Results in agriculture, horticulture, PE, DT and engineering regularly being outstanding. In September 2014, the academy admitted Year 7 boys for the first time, reaching our capacity in September 2015. In fact, we are now oversubscribed, with more than double the number of applicants than we have places. This is a unique opportunity to join a successful team of staff with a proven track record of school improvement. I am looking for people with drive and determination, who demand high standards from themselves and others and who share my vision that there is no ceiling to the success that the boys at Brymore can achieve.

We are looking for an excellent Pastoral Administrative Assistant, who has a passion for making a difference and embraces the ethos of the school which is that the boys come first. You will have a drive to ensure that all necessary safeguarding records are accurate and a determination that every single boy should get the support he needs. You will need to be prepared to give time, acting as a role model in proving the value of a positive work ethic and above all, showing that you care. You will be well organised, capable of multi-tasking and willing to pay attention to detail and meet deadlines reliably. You will need to be confident in your use of ICT. Your role will be to support the Pastoral Deputy Head, who is also the Designated Safeguarding Lead. Safeguarding is at the heart of everything we do at Brymore and making sure that we do everything we can for every boy to address his needs, whether that is providing

him with tailored interventions or putting together the appropriate applications for support, such as an EHA or a request for 'Get Set' to get involved, is something that we pride ourselves on. As a school, we use the 'My Concern' programme for recording safeguarding concerns and a key part of your role will be to ensure that these concerns are recorded accurately in the best timescale. Every boy deserves the best chance in life and no boy should ever be overlooked. This, more than any other post in the school, is a chance to make a significant difference to the boys in our care and to change their lives for the better.

If you wish to apply for this exciting post then please complete the application form. The closing date for applications is Midday on Friday 6th March 2020.

Should you wish to visit the school at any time then please contact Mrs Julie Vearncombe at the School who can arrange a visit. Should you wish to discuss this post further, you can contact Luke Winter (Deputy Headteacher) on 07736 284779 or myself on 07730 218898.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Thomas', with a small dot at the end.

MARK THOMAS
Headteacher

JOB DESCRIPTION

Post: Pastoral Administrative Assistant

Responsible to: Deputy Headteacher

Main Job Purpose

1. Ensure all safeguarding concerns are reported on My Concern accurately and in a timely manner
2. Help track, file and update safeguarding concerns on the school electronic safeguarding system.
3. Track all staff training in regards to safeguarding, help ensure the school meets the statutory requires in regards to staff and pupil awareness of safeguarding. Including ensuring all staff have read the statutory documents
4. Ensure all safeguarding concern files are received from the students previous schools, track received files, read them and input key safeguarding information onto our online safeguarding tracking software.
5. Send all letters in regards to behaviour and safeguarding e.g. Level 3 letters, internal exclusion letters, safeguarding notices.
6. Update safeguarding displays around the school premises and update the safeguarding posters and information leaflets
7. Provide efficient and effective administrative support to the Designated Safeguarding Lead to ensure the smooth operation of all pastoral support procedures.
8. Ensure compliance with school and other statutory reporting requirements, including undertaking entry/analysis and recording of behaviour and attendance data.
9. To minute all student centred meetings, including pastoral support meetings, parental meetings, multi-agency meetings and safeguarding meetings.
10. Provide a PA service to the Deputy Headteacher.

Main Responsibilities and Duties

1. Provide a comprehensive administrative and clerical service.
2. Keep thorough and well organised records of all incidents, actions and impact
3. Word-process letters, reports, flyers, newsletters, posters, forms and templates on behalf of the Deputy Headteacher and others as directed by them.
4. Undertake administrative duties such as diary management for the Deputy Headteacher, preparation of papers for meetings and taking and typing up minutes of meetings.
5. Undertake data entry for example, attendance and admissions and entrants.
6. General office duties such as photocopying, faxing and filing.
7. Help complete the Personal Educational Plans for looked after children.
8. Use ICT systems and programmes to assist in the production of reports such as primary/secondary transfer data, term and annual attendance returns and producing all care plans for students.

9. The post holder will be required to assist in the organisation and administration of school services such as arranging dates for school photographs and visits by health professionals.
10. Following on from pupil/staff concerns, making telephone and written contact with parents and outside agencies as appropriate.
11. Follow-up safeguarding issues in line with school policy and practice.
12. Attend pastoral meeting/take minutes.
13. With the Deputy Headteacher make contact with pupils and parents regarding attendance/punctuality. First day absence calling if needed.
14. Record on the management information system pupil successes and incidents of inappropriate behaviour.
15. Use the school management information system to access and input data.
16. Prepare information for, and co-ordinate the production of, individual reports eg. incident logs for re-admittance after exclusions; material for governors' appeal meetings.
17. Help with the administration of any baseline testing.
18. Work with other pastoral support Deputy's to share good practice/offer support to one another on a regular basis.
19. Complete the annual safeguarding audit
20. In rare instances and in the absence of pastoral manager you may be asked to supervise the alternative to exclusion room.
21. Use ICT systems and programmes to assist in the production of reports such as primary/secondary transfer data, term and annual attendance returns and producing all care plans for students.

Knowledge and Skills

1. Good level of knowledge of computer applications including Word, Excel, PowerPoint and school management information systems (ideally SIMS) or the ability to learn such specific systems.
2. A high level of accuracy is needed in data entry.
3. The post holder must be able to work under their own initiative, and must have good organisational and interpersonal skills, particularly when dealing with parents.

Creativity and Innovation

1. Daily contact with staff, pupils, parents and visitors to the school.
2. Telephone contact with external agencies such as health professionals or other service providers.

Decisions

1. All decisions to be endorsed by the Deputy Headteacher.
2. Appreciation of the nature of confidentiality when dealing with safeguarding or child protection issues.

Resources

1. The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data.

BRYMORE ETHOS:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support Brymore in meeting its legal requirements.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school 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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.



PERSON SPECIFICATION – Pastoral Administrative Assistant

Factors	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • 		
Professional Experience/ Knowledge and Skills	<ul style="list-style-type: none"> • Good level of knowledge of computer applications including Word, Excel, PowerPoint and school management information systems (ideally SIMS) or the ability to learn such specific systems • Administrative experience 	<ul style="list-style-type: none"> • Experience of working in an educational setting 	Application form Selection procedure Interview questions Performance in selection methods Interview by demonstration of ability to display knowledge and skills References
Personal Qualities	<ul style="list-style-type: none"> • Able to record information accurately and to meet deadlines • Good communication skills • Flexible approach • Ability to relate to students and adults at all levels • Approachable, sensitive with excellent interpersonal skills • Ability to set targets, meet deadlines and to work under pressure • Attentive to detail • The need to understand confidentiality 	<ul style="list-style-type: none"> • Sense of humour • Teamplayer; an ability to be reliable and work closely with other colleagues 	Application form Selection procedure References Interview Performance in related selection exercises

Commitment	<ul style="list-style-type: none">• Commitment to safeguarding young people• Commitment to promoting the raising of standards• Commitment to school and its links with the wider community• Commitment to equality of opportunity and inclusion• Willingness to contribute to extra-curricular activities• An ability to keep a healthy work/life balance		Application form Selection procedure References Interview Performance in related selection exercises
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BRYMORE ACADEMY

Terms and Conditions

Conditions of Service

Full conditions of employment are set out in a Statement of Terms and Conditions of Employment which will be issued to the successful candidates.

Fitness for Employment

The successful candidate will be required to complete a medical questionnaire which may result in a check by the Occupational Health Physician. A criminal record check is also required via the disclosure procedure.

Salary

Salary is paid on the last working day of each month. Starting salary will rise with annual incremental progression to the top of the scale.

Annual Leave

Brymore is in session for 34 weeks per year. No annual leave will be granted during term-time.

Equal Opportunities

Brymore Academy is committed to the promotion of equal opportunities and is dedicated to non discriminatory policies and practices and to eliminate unfair discrimination on any basis. Therefore, no candidates will be discriminated against on the grounds of age, gender, marital status, racial origin, disability, sexual origin or religious or political beliefs.

Safe Recruitment

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment. This post requires a criminal record check via the disclosure procedure.

Criminal Record Check

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they maybe defined as 'spent'.

Applications

Applicants for the post need to write a letter of application and complete an application form and return to the school office by Midday on Friday 6th March 2020.