



The Bishop of Winchester Academy

Key Stage 4 Pastoral & Admin Support

Salary: **£20,998 - £24,628** (based on 37 hours per week, term time only – 39 weeks per year)
TBOWA Support Staff Salary Scale – 20-26 (dependent on experience)

Are you looking for a career in a thriving, friendly and supportive environment where staff welfare is a priority? Are you passionate about making a difference to the lives of young people in a role that really matters? If so, The Bishop of Winchester Academy wants you!

We are seeking someone to fulfil our Pastoral & Admin Support, who is committed to making a positive impact on our academy through working with young people and promoting high standards of behaviour and unlocking potential. You will be part of a highly professional team in a rewarding and demanding role, where everyone believes in the inclusion and success of all our students and giving them the best possible prospects for their future lives.

You must be confident working with students with challenging behaviour and in helping to overcome their barriers to learning. You must have good administration skills and be well organised in this fast-paced role and busy academy environment. Resilient and hardworking, this role requires someone who understands the importance of confidentiality, professionalism and personal integrity and who enjoys the challenges of variety. You could be thinking of progressing to teacher training.

We would be delighted to take you on a tour of the school and give you the opportunity to meet us and answer any questions you may have.

As **Key Stage 4 Pastoral & Admin Support**, you will be welcomed into an experienced team of professionals to:

- Support the Heads of Years 10 & 11 with all aspects of administration including contact with home
- Manage day to day issues of student welfare and behaviour for the Year Groups 10 & 11
- Promote and contribute to the ethos of the academy enabling students to 'live life in all its fullness'
- Be instrumental in forming and sustaining relationships with parents and carers

The Bishop of Winchester Academy is a thriving Church of England school, recently recognised by Ofsted as prioritising 'wider opportunities alongside achievement so that pupils "live life to the full."' (Ofsted 2023). Operating from recently refurbished facilities, our shared mission to improve the life chances of all of our students is at the very centre of our work.

We put the welfare of our staff at the heart of everything we do and can offer you:

- Generous employer pension contribution at **23%** basic salary
- Career development with a bespoke CPD programme
- Excellent newly refurbished teaching facilities with free onsite parking and good local public transport links
- Employee Assistance Programme and Cycle to Work scheme
- Close proximity to beaches and the Jurassic Coast to assist your work life balance

To apply for this **Key Stage 4 Pastoral & Admin Support** role, please visit the vacancies section of our website to complete an application form: <https://www.tbowa.org/staff/-vacancies/support-staff>. Please email completed application forms to recruitment@tbowa.org, addressing your covering letter to Mr Paul McKeown, Principal.

*The Bishop of Winchester Academy is an equal opportunities employer and welcomes applications from all suitably qualified candidates. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for all successful applicants. **Please be aware that due to***



the 'Keeping Children Safe in Education' legislation we do not accept CV's. We reserve the right to close a vacancy earlier than the advertised date if we have received applications that meet the criteria.



I came to give life - life in all its fullness

High expectations - no excuses

