



The Bishop of Winchester Academy

Key Stage 4 Pastoral & Admin Support

37 hours per week (Term time only – 39 weeks per year)

Salary: **£19,385 - £23,015** (pro-rated in line with Academy Conditions)

TBOWA Support Staff Salary Scale – 20-26 (dependent on experience)

Due to internal restructuring and our commitment to provide all of our students with the best educational support available, The Bishop of Winchester Academy is seeking to appoint motivated individuals who share our determination that all students should know 'life in all its fullness'.

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.

Be in no doubt that the role of Pastoral & Admin Support is one of the most rewarding and also one of the most demanding positions in the academy. You will work closely with the Heads of Year 10 & 11 to ensure the efficient management of the welfare and behaviour of these year groups.

As **Key Stage 4 Pastoral & Admin Support**, you will:

- Enjoy the challenge of **variety**
- Be **adaptable, motivated** and able to use your own **initiative**
- Be able to coordinate **strong team relationships** and work constructively as part of a team
- Be confident with working with students with challenging behaviour
- Be flexible to meet the needs of the needs of the academy

As **Key Stage 4 Pastoral & Admin Support**, you will:

- 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

As **Pastoral Year Leader**, you will benefit from:

- Enrolment into the LGPS – one of the most **generous pension schemes** in the UK
- **Strong travel links** and staff parking
- Close **proximity to beaches**, supermarkets and coffee shops
- Cycle to work scheme
- IT purchase scheme

To Apply: 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 CVs. We reserve the right to close a vacancy earlier than the advertised date if we have received applications that meet the criteria.***

Closing date for applications is: **Midnight, Sunday 17th September, 2023**

