



**TOOT HILL**  
SCHOOL

Job Application Pack

## **PA to the Head of School**

APT & C SO2 £27,924 - £30,178

Pro rata actual £24,715 to £26,710

37 hours per week, Term Time only (plus two weeks,  
Permanent

Closing Date: Monday 14<sup>th</sup> September 2015



## **Letter from the Head of School**

Welcome:

Thank you for expressing an interest in a vacancy here. On behalf of the whole Toot Hill School Community, I extend you a very warm welcome.

I am really proud to be the Head of a vibrant school where students work positively with their teachers and take advantage of the numerous opportunities to develop their talents and aspirations.

Central to our vision are exciting, engaging and inspiring lessons. The staff at Toot Hill work very hard to ensure all students enjoy their learning experiences and secure high levels of progress. It is our core belief that every student has the innate ability to succeed. For the last few years every pupil has secured 5+ A\*-C.

Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

As an Outstanding School, we are not complacent. We know that Toot Hill School can be even better, with a National and International reputation. Over the next few years we will continue to transform the school so that it becomes an even better place to shape young lives.

I look forward to welcoming you into our school community.

Ashfaq Rahman  
Head of School



## **Letter from the CEO**

Dear Candidate,

I am delighted to be able to introduce you to Toot Hill School and the tremendous opportunities this school offers the young people of Bingham.

Toot Hill School is the founder member of the Torch Academy Gateway Trust. As an outstanding school (Ofsted 2012) we aim to set the standard of all schools within our trust.

We aim to be a 'great' school with recognition both nationally and internationally for the standard of education that we secure.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Toot Hill School, and we look forward to receiving your application.

**John Tomasevic**

CEO of the Torch Academy Gateway Trust



## **Application Details**

Thank you for your interest in the PA to the Head of School vacancy at Toot Hill School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mrs. Kelley, which clearly demonstrates your suitability for this role. Applications can be submitted via email to [kkelley@toothillschool.co.uk](mailto:kkelley@toothillschool.co.uk) or by post, for the attention of Mrs. Kelley, HR Manager, to the following address:

Toot Hill School  
The Banks  
Bingham  
Nottingham  
NG13 8BL

## **Application forms**

These can be downloaded from the school website [www.toothillschool.co.uk](http://www.toothillschool.co.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives by 9 a.m. on the closing date of Monday 14 September 2015.

## **Interview:**

Dates for interview have yet to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Safeguarding**

Toot Hill School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



## Job Description – PA to the Head Teacher

|                 |                        |                |     |
|-----------------|------------------------|----------------|-----|
| Post:           | PA to the Head Teacher | Scale:         | S02 |
| Responsible to: | Head of School         | Date of Issue: |     |

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This job description identifies our expectations of support staff at Toot Hill School.

You are required to carry out your duties in line with the stated ethos and principles of the school.

Detailed information of your hours of work and leave entitlement are contained in your contract of employment. In general, support staff are required to work a 37 hour week (or pro rata) and arrangements for lunch breaks, start and finish times are by agreement with your immediate line manager and the Support Staff Line Manager. Annual leave and public holiday entitlements are as stated in your contract and all applications for leave should be approved by the Support Staff Line Manager.

You are required to carry out your duties in line with the stated ethos and principles of the school.

### Directed time:

This Job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

## PART A

### General Responsibilities

- To promote the corporate image of the school and high standards of behaviour and courtesy among pupils.
- To communicate effectively with the public and wider community and provide effective support for teaching staff and pupils.
- To promote and support the implementation of the school's aims, policies and values.
- To work flexibly as part of the support staff team to contribute to the smooth operation of the school.
- To use the schools computer hardware and software packages where appropriate.
- To commit to safeguard and promote the welfare of children and young people.





## **PART B**

### **Specific Responsibilities**

- Being responsible for emails and diary management, including scheduling appointments and meetings in order to make the best use of the Head of School's time;
- Lead the school reception team to ensure all administration is run efficiently and effectively;
- Manage the annual staff appraisal process for the school reception staff;
- Provide administrative assistance in the preparation of presentations, reports and attending meetings when required, undertaking any follow up action points as and when necessary;
- Sort, screen, prioritise and respond on behalf of the Head of School as appropriate to incoming emails, mail, telephone calls, enquiries and requests;
- Make decisions on routine matters determined as within the scope of the role in the absence of the Head of School;
- Develop and maintain efficient filing and organisational practices in relation to information and document storage;
- Minute formal meetings as required;
- Act as a point of contact for internal and external stakeholders (e.g. senior leadership team, teaching and support staff, students, parents, governors and visitors) via telephone, in person and by email;
- Organise hospitality for visitors being received by the Head of School as appropriate;
- Produce documentation required by the Head of School, working to short deadlines and ensuring that all documents are fully and accurately completed;
- Attend weekly staff briefing, taking minutes and distributing to all staff;
- Support the Head of School by coordinating the collation and compilation of information required for the school improvement plan and self-evaluation form;
- Collate and produce the Head of School's report to governors on a termly basis;
- Record and document all pupil inclusions and exclusions;
- Assist the senior leadership team by scheduling and compiling documentation to support all attainment data meetings.

## **PART C (If Applicable)**

### **Policy Relating to the Performance Management Process**

In addition to agreed responsibilities, in the context of the school's Performance Management Policy, the post holder will liaise with team members and contribute to the following:

#### **Set Objectives**

- Work as a team member, to establish processes to understand concerns, aspirations and day to day working situations;
- Gain an understanding of levels of achievement required to achieve overall school targets and aspirations;
- Agree and record specific objectives according to the school's established documentation framework;
- Agree and record support requirements relating to training, development and any specific conditions required relating to the achievement of the objectives;
- Implement any necessary action, liaison or communication to ensure that the support mechanisms are in place and effective.

#### **Monitor progress towards objectives**

- Agree appropriate strategies for checking on progress towards the agreed objectives, which will include data collection and analysis, informal and formal meetings as required;
- Implement the process of monitoring and maintain any such records as are agreed between the parties concerned;
- Provide regular feedback to line managers on progress.

#### **Review progress in relation to objectives**

- Establish relevant structures and processes to review achievements at the end of the performance management cycle;
- Complete the appropriate documentation;
- Within the agreed school procedures, make any necessary communications in relation to performance related pay.

#### **Review and develop the Performance Management process and practice**

- Take part in the monitoring and review of the Performance Management process within the school with a view to its continuing improvement;
- Undertake any necessary personal training needed to perform the role effectively.

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*The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.*



# TOOT HILL SCHOOL

## Person Specification: Pupil Welfare Officer

| Factor                      | Essential   | Desirable   |
|-----------------------------|---|---|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>5+ A*-C including English and Maths or equivalent</li> </ul>   | <ul style="list-style-type: none"> <li>Evidence of successful further education</li> </ul>  |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>Experience of working in a busy administrative role at a senior level.</li> </ul>  | <ul style="list-style-type: none"> <li>Experience of working in an education setting</li> <li>Experience of working as a PA to a senior manager.</li> </ul>   |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>Proven ability to work to a high level of accuracy with attention to detail at all times</li> <li>Proficiency in the use of Microsoft Word, PowerPoint, Excel and Outlook</li> <li>Outstanding spelling, punctuation and grammar</li> <li>Ability to maintain appropriate confidentiality in line with the Data Protection Act</li> <li>Ability to organise yourself and others effectively and efficiently</li> <li>Ability to prioritise tasks and work to tight deadlines</li> <li>Ability to work on your own initiative with minimal supervision and confidence to find solutions independently when required</li> <li>Ability to adapt to a constantly changing and growing environment</li> <li>Show initiative and leadership in looking ahead to anticipate challenges and opportunities</li> <li>Maintain and understanding of school procedures and policies</li> </ul> | <ul style="list-style-type: none"> <li>Prior experience of using databases, particularly SIMS</li> <li>A strong commitment to developing your own skills</li> <li>A commitment to keep up to date on legislation areas affecting the school.</li> </ul> |
| <b>Personal Qualities</b>   | <ul style="list-style-type: none"> <li>Outstanding communication skills</li> <li>Professional and confident approach to your work</li> <li>Ability to work flexibly and outside of normal school hours when reasonably required to do so</li> <li>Maintain good working relationships with others by use of effective interpersonal skills</li> <li>Be friendly and approachable</li> <li>Approachable</li> <li>Reliable and punctual</li> <li>A commitment to safeguarding and promoting the welfare of young people</li> </ul>  |   |





## **Overview of the Trust**

The Torch Academy Gateway Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children

## **Overview of the School**

### **Ethos**

Toot Hill School has a very clear and distinctive ethos. We believe that through continually reviewing and reflecting upon every aspect of our work we provide students with the very best educational opportunities.

We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential.

We value commitment, independence and courtesy from all our students. We demand the very highest standards from our pupils and in return we value and respect their ideas and opinions. Through our Student Ambassadors and the Student Voice Committee, pupils at Toot Hill School have an active and important role in developing and improving their school.

### **To summarise**

- We have high expectations of students and staff
- We believe every student can succeed
- We ensure barriers to learning are challenged and overcome
- We expect teaching to be well planned, varied and stimulating
- We expect learning to be active, focused, social and engaging
- We insist on high standards of behaviour at all times



## **Achievement**

At Toot Hill School we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide your child with the very best educational experiences.

Should a student require additional support Toot Hill provides a range of support services that will ensure every student's success, whatever their individual educational needs.

Examination results provide a good indication of how well a school is serving its students. In 2014, we secured our best ever set of GCSE results with 84% of all students in Year 11 gaining 5 or more GCSE grades A\*-C including English and Mathematics.

At Key Stage 5, Toot Hill College has an excellent track record with over 100% of students achieving A\* to E. Students regularly secure places at Oxford, Cambridge, Russell Group Universities, Higher Education colleges and employment.

## **Pastoral**

At Toot Hill we pride ourselves on the quality of care, guidance and support given to individual pupils. At the core of this provision is a year system led by a Head of Year and supported by the Achievement Co-ordinator, Tutors, Student Welfare and Learning Support teams.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Tutors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of pupils' progress through termly reports, online data, twice yearly parent consultation days and a Parents' Evening.

Students progress through Toot Hill School their attainment and well-being is closely monitored, ensuring that they are recognised and rewarded when they succeed but also supported when things are more challenging.

Toot Hill is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.



## **Curriculum**

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our two-year programme covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects.

During our three year Key Stage 4 programme all students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign language and a humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, technology, sports and ICT courses supplement the core curriculum. We expect all our students to achieve at least 8 passes at grades A\*-C including the English Baccalaureate subjects.

Toot Hill College offers a range of pathways for students to continue learning with us during Key Stage 5 (16 - 18 years). We pride ourselves on our A Level provision and promote the highest aspirations for all our students.

## **Extra-Curricular**

Extra-curricular opportunities are an essential part of providing a balanced and exciting range of experiences in school. At Toot Hill the after-school 'Extra' programme provides students with an impressive range of courses and sessions most nights of the week.

Opportunities include Ancient History, Science, Mathematics, Latin, Cooking, Critical Thinking and a comprehensive range of sporting activities including football, hockey, netball, rugby, cross country, tennis and athletics are also available. Toot Hill students regularly compete at county level and our sports teams have a strong tradition of success.

Students' extra-curricular achievements are recorded and celebrated through our Torches award scheme. This programme allows students to build up a portfolio of their achievements throughout their time at Toot Hill School; essential for successful applications to university, college or work.

Music is very much at the heart of Toot Hill School and we encourage students to take up or continue playing a musical instrument. There are regular concerts and workshops where students can demonstrate and develop their performance skills.

The Performing Arts also take a leading role in school life with regular Drama productions allowing all students to fully explore their creativity.

In addition there are regular opportunities to travel including a Year 8 residential and international educational visits. In recent years Toot Hill students have travelled to France, Germany and Africa.



## **Student Voice**

Student voice is active within the school with each year group choosing student representatives that meet through year councils and the college running a student's union format.

There are additional opportunities for students to be leaders through the Ambassador and Diplomat Program and all subjects have student representatives.

Students are involved in all aspects of school life and contribute to the interview process for new staff and assist at school open evenings. They have also delivered feedback to staff on aspects of teaching and learning, such as marking.

A new structure is being introduced next year with the college student's union and committee format being adopted across the school to ensure greater participation and encourage student responsibility and independence.

## **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.