



The
Forest School

The Forest School
Robin Hood Lane
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RG41 5NE

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Headteacher
Ms Shirley Austin B.Ed.(Hons);
B.A.(Hons); B.Sc.(Hons)

Pastoral & Curriculum Team Administrator

Hours: Monday 8:00am - 3:30pm, Tuesday – Friday 8:00am – 4:00pm, Term Time only + 5 days

Salary: Dependent upon experience

Start date: As soon as possible

This is a really exciting time to be joining the Forest School, as we start September 2024 as a CoEducational school, following another summer of A Level and GCSE successes. Our growing roll and staff mean there is an opportunity to develop this post to support our highly effective Pastoral & Personal development team and Curriculum.

Staff at The Forest School teach in modern, well-equipped classrooms and are offered a tailored CPD programme. Staff are allocated a laptop, have access to the school's sporting facilities as well as the lively staff social calendar. The school has continued to invest in new technology with projects including a brand new school WiFi network, Show My Homework, GCSE Pod, Chromebooks for students to support learning and reduce staff workload. The school's drive on technology was invaluable during the lockdowns as the school had already established Google classroom. The school has a newly refurbished subject block and subsequently every classroom across the school now has a ViewSonic interactive screen. In addition, we have invested in our all facilities across the school: new heating system reducing our carbon footprint, revamped technology including food room, whole school repainted, new interactive whiteboards, in addition to sporting facilities; upgraded our indoor swimming pool, invested in our sports hall and conditioning centre, all weather pitches: MUGA, an all-weather football dome and our new performance and conditioning centre of excellence. Academically the school has a positive progress measure and the boys achieve above national average. Our curriculum is clearly mapped and was a strong "good" as part of our Ofsted 2021.

The Forest School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced Disclosure & Barring Service clearance being received.

For further information, please see our [website](#) for the Job Description and Application Form. Please return your completed application form via email to [mailto: recruitment@forest.academy](mailto:recruitment@forest.academy). Please complete the application form in full; CVs will not be accepted.

The Interview Process

If selected, the interview process will test and assess your fulfilment of the requirements for this position. The interview process will include consideration of your suitability to work with children and the interview panel will ask questions on safeguarding children/young people.



The Forest School Academy Trust, a charity and limited company registered in England and Wales under company number 08563159, registered office The Forest School, Robin Hood Lane, Winnersh, Wokingham, Berkshire, RG41 5NE



Please apply as soon as possible as shortlisting/interviews will be ongoing up until the closing date. Should a suitable candidate be appointed, the advert may close early.

The school will complete online searches on all shortlisted candidates and reserves the right to do so on receipt of all applications.

CLOSING DATE FOR RECEIPT OF APPLICATIONS Is Monday 9th December 2024 at midday.

It is our normal procedure to request references on shortlisted candidates prior to interview.

The Forest School Support and Professional Development

A range of support and professional development opportunities are available at The Forest School from working with all other local schools through the secondary federation, the local School Alliance Association and Wellington College. We offer many staff CPD opportunities through the National Qualifications. CPD and Staff wellbeing are highest on our agenda.

- Highly effective behaviour and inclusion system with a supportive Centralised detentions to reduce teacher workload
- Superb CPD including from our outstanding 'Teaching and Learning Team'
- OFSTED 'good' (June 2021)
- Friendly and supportive working environment
- An active Staff Association and wellbeing team
- A comprehensive Induction programme for ECTs and new staff Allocation of a professional mentor (ECTs)
- A comprehensive CPD opportunity with National Qualifications

Please note, we may consider and interview as applications are received; we have the right to appoint a suitable candidate on receipt of application. This is policy procedure as we are aware of the competitive market and wish to recruit the correct person. Submissions from agencies will not be accepted.

We look forward to hearing from you.

THE FOREST SCHOOL ACADEMY TRUST
TEACHER JOB DESCRIPTION

Role	Pastoral & Curriculum Team Administrator	Reports to	Headteacher
Purpose	To provide administrative support to the pastoral and curriculum leaders		
Dimensions	Pupils: number will vary	Staff: n/a	Financial: none
Accountabilities	<ol style="list-style-type: none"> 1. To provide administrative support to the pastoral and curriculum leaders 2. To support and develop effective communication of Forest's events, achievements and marketing material to a range of stakeholders using different platforms 3. To support the event management of some of our prestigious annual events, including Sports' Dinner, Summer Shakespeare Festival, Presentation Evening, Induction and Pioneer Days 4. To ensure the school website is up to date, compliant and communicates key school information, including school news and events 5. To maintain our curriculum, Aspire documents; our departments' information on curriculum implementation 6. To manage the preparation and approval of all written correspondence between school and stakeholders 7. To ensure all student information regarding behaviour, achievements, safeguarding and pastoral care is appropriately recorded and shared 8. To maintain student behaviour records in SIMS and on all school systems, ensuring information is complete and that it can support meetings with parents, agencies and reviews by staff 9. To provide daily, weekly and termly behaviour reports from SIMS, in various formats to support effective monitoring 10. To provide students with information, guidance and signposting where pastoral care is required 11. To organise Parents' Evenings in conjunction with the relevant Head of Year, and contribute to Open Evening planning 12. To support the liaison with Primary school partners to maintain our transition work into Year 7 13. To support contact with agencies, make referrals and attend associated meetings as requested 14. To contact parents as requested and be a contact for parents 15. To provide administrative support to the pastoral team, including pupil filing 16. To attend and contribute positively to pastoral meetings 17. To be on call for First Aid and assess pupils presenting as unwell 18. To provide supplementary administrative support in the main school office and Reception, as might be required 		
Skills and Qualifications	<ol style="list-style-type: none"> 1. An ability to use the SIMS pupil management system effectively 2. ICT skills - the school uses Google, SIMS, Edulink, CPoms 3. Be self-motivated with excellent communication skills, including high levels of literacy and numeracy. Training can be given if you have not previously used these systems. 4. Have good administrative skills and time management skills 		

This job description is an outline of the main responsibilities of the post and is not intended to be a comprehensive list of all duties. The post holder may be required to undertake other tasks appropriate to the level of the post, as the Headteacher may require. It may be reviewed from time to time and be subject to modification or amendment after consultation with the post holder