



The
**Carlton
Academy**

PASTORAL ADMINISTRATOR

Job Description

Location: The Carlton Academy, Coningswath Road, Carlton, Nottingham, NG4 3SH

Salary: Redhill Academy Trust Pay Scale, Band 6, Scale Points 28 - 32

Hours of work: 37 hours per week, term time only

Responsible to: Deputy Headteacher (with responsibility for Behaviour systems)

Post objective: To provide administrative support to staff within the Academy, with a particular focus on behaviour and pastoral support systems.

Main Duties and Responsibilities:

- Under the direction of the Deputy Headteacher, provide general administrative support to staff within the Academy, including typing, photocopying, filing and letter correspondence, with specific responsibility for behaviour administration.
- Provide administrative support to the Deputy Headteacher.
- Using SIMS and Classcharts, ensure accurate record-keeping of student information, particularly in relation to sanctions and behaviour systems.
- Run reports and provide behaviour data.
- Attend daily behaviour meetings and coordinate letters and sanction documents in a timely manner.
- Book meeting rooms and coordinate attendance at behaviour meetings to maximise attendance.
- Take minutes of Governor Behaviour Panel meetings or similar.
- Coordinate action and support plans using Provision Map or similar.
- Complete sanction returns to the local authority.
- Update SIMS and Classcharts behaviour settings when changes are required.
- Provide cover in the Main Office if required, welcoming and greeting visitors, parents, contractors to the Academy and signposting visitors around the Academy site.
- Assist with daily attendance phone calls as required.
- Direct telephone enquiries as necessary.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Pastoral Administration Duties

- Complete referral forms to external agencies as requested by HOHs and Deputy Head Teacher.
- Support with class charts, setting up behaviours and logging where needed.
- Use class charts to monitor and help reward students with certain behaviour criteria.
- Attend end of day meetings and support with admin required.
- Produce behaviour data reports as required by Deputy Headteacher.
- Support with administration around LAC and PEP meetings.
- Support with behaviour tracking and monitoring and assisting with ensuring agreed actions are completed by various staff.

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as appropriate.
- Participate in training and other learning activities and performance development as required.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.