

Job Description



Post Title: Pastoral Administrator (Key Stage 3)

Post Grade: APT & C Scale 4 points 7 - 11

Hours: 35 Hours per week term time only

Purpose of Post

You will be a dynamic and motivated individual, and be responsible for undertaking administrative duties in order to facilitate the pastoral team in providing highly effective pastoral care to students. You will promote and secure a culture of high expectations for all. You will assist student and parental queries, directing as appropriate with the goal of ensuring that all students are supported to become confident and successful individuals.

Objectives of Post

To provide support to the Heads of Year in KS3.

To take responsibility for routine pastoral matters with targeted students

To deal with individual or small groups of students on matters relating to well-being and welfare

To be the first point of contact for all parent enquiries, both telephone and email, providing courteous, professional, calm, and friendly support for parents/ carers.

To liaise with members of staff to answer parent enquiries within the set timescales, and/ or ensure staff have provided answers.

Supervision Received

Head of Year

Deputy Headteacher

Headteacher

Decision Making

Prioritise workloads

Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person

Deadlines relating to administration

Decisions in relation to school policy

Responsibility for Assets

Confidentiality of data and information within the year teams.

General responsibility within the pastoral office area for fixtures, fittings, safety etc.

Contacts

All staff, senior and middle leaders, teaching and non-teaching

Education Welfare Officer and other outside agencies involved in supporting students

Students

Parents

Visitors & Guests

Range of Duties and Responsibilities

To handle confidential matters relating to students

To escort Parents/Carers and Agencies to and from meetings with HOY/FT

To be able to access and make use of the CCTV system when needed.

Be the first port of call for parents, students and teachers in order to facilitate the Pastoral Team's support to students.

To work with individuals or small groups of students on matters relating to well-being and welfare

To support the Pastoral Team by providing direct student support throughout the school day where necessary.

To liaise with the Attendance Team and Heads of Year regarding absences, term time holiday requests etc.

To support the Pastoral Teams by promoting the good behaviour and academic achievement of all students.

To ensure that high standards of behaviour, personal presentation, attendance and punctuality are maintained by students

To co-ordinate and assist in organisation of Parent's Evening, roles and responsibilities negotiated with the Head of Year (e.g. letters to parents, appointments. liaise with students and parents)

To ensure all pupil information regarding student record, behaviour, safeguarding, emotional wellbeing and pastoral care is appropriately recorded and shared.

To collate information and data related to behaviour and support issues in school.

To provide admin support for Heads of Year and Form Tutors (letters to parents, report cards, celebration & recognition events etc)

To organise lunch time and after school detentions using Bromcom, ensuring pupils and parents are informed.

To provide admin support and assist with the organisation of trips & visits relating to allocated Year Groups

To coordinate and support KS3 events like parents evening, awards celebrations and Year 9 Choices Evening

To assist in the co-ordination of student transition from Year 6 to Year 7

To assist with student services and the on-call staff with behaviour support

To attend Pastoral Leaders and Pastoral Support meetings when required

To provide supplementary administrative support in the main school office as required.

Miscellaneous photocopying

Any other duties commensurate with the post.

General

Support and promote the school ethos and contribute to the overall aims of the school

To take part in any CPD activities appropriate to the role.

Attend school events as required.

Assist in school emergencies, as required.

Attend relevant meetings and training sessions.

To undertake any other professional duties as required by the Headteacher

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

BRIGHOUSE HIGH SCHOOL

PERSONNEL SPECIFICATION PASTORAL ADMINISTRATOR

Range of Duties	Essential	Desirable	How Identified
Qualifications	Computer literate	Microsoft Office and Google Suite literate Other ICT qualifications First Aid Qualification	Application form Interview
Experience	Administrative experience in office or similar environment Experience if working with children/young people Experience of dealing with parents/carers (face to face and/or via the telephone)	Experience of working with Bromcom Experience of working in school environment	Application form Interview Reference
Skills	Good relationship with pupils Co-operative relationship with other staff Ability to work independently without supervision Good organisational skills Good literacy	Data/Assessment Management skills Counselling skills	Application form Interview Reference
Attitudes	Interest in and enjoyment of working with children Punctuality and good attendance Display a calm & positive attitude Commitment to equal opportunities and inclusion Awareness of confidentiality issues Able to work under pressure Confident in dealing with young people Able to work on own initiative Teamwork & Positive Outlook Resilience – physical & emotional Willingness to undertake further training		Application form Interview Reference

