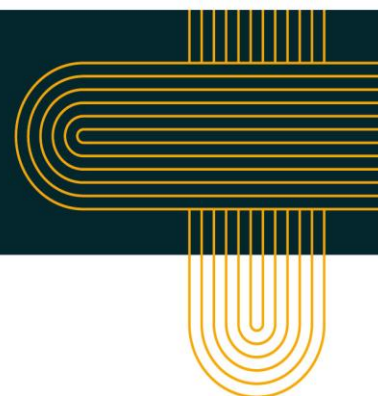




JOB DESCRIPTION

Job Title: Pastoral Data and Systems Officer
Grade: C1 SCP 12 - 17
Reporting to: Pastoral Data and Systems Manager

Job Purpose:

To be responsible for the effective administration, maintenance and reporting of pastoral data and systems, ensuring accurate record keeping and the timely production of information to support academy leaders, governors and other stakeholders. The postholder will contribute to the efficient operation of pastoral systems and processes across the academy.

Data Management and Reporting

- Carry out a range of pastoral data and assessment tasks as directed by the Pastoral Data and Systems Manager.
- Maintain accurate and up-to-date pastoral data and student records across academy systems.
- Create, maintain and analyse spreadsheets, databases and tracking systems as required.
- Produce data dashboards, reports and analysis to support the Senior Leadership Team.
- Maintain accurate student pastoral data within academy information management, reporting and tracking systems, ensuring records are updated promptly and reports can be produced as required.
- Provide reports and information for Governors and other stakeholders as required.

Systems Administration

- Administer academy pastoral systems and processes, maintaining accurate records and documentation.
- Produce and maintain timetables, schedules and associated pastoral documentation in line with the academy Positive Discipline Policy, including the administration of student isolations and detentions, ensuring information is accurate and communicated to relevant staff.
- Process, store and report data in accordance with academy procedures and data protection requirements.
- Input, maintain and validate information within academy information management systems, resolving routine discrepancies where identified.

Administrative Support

- Undertake general administrative duties including record keeping, filing, data input, retrieval and secure document disposal.
- Manage incoming and outgoing correspondence, including post and email communications.
- Prepare routine correspondence, including suspension letters and other associated communications, reports, documentation and information packs.
- Provide photocopying and document production support.
- Receive telephone enquiries, take messages and respond to routine requests for information.

Communication and Stakeholder Support

- Communicate professionally and effectively with colleagues, parents/carers and external agencies.
- Provide accurate data, reports and information to academy staff to support operational and strategic decision-making.
- Build and maintain positive professional working relationships across the academy and wider Trust.

Operational Support

- Coordinate administrative arrangements associated with academy trips, events and activities, maintaining accurate records and documentation.
- Engage appropriately and professionally with students when required.
- Undertake supervisory duties as directed by the Principal.
- Provide administrative cover and assistance across the wider administration team as required.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade 4 (C) and above in GCSE English and Mathematics (or equivalent).	E
Knowledge and Skills	E/D
• Knowledge of pastoral systems and processes within a secondary school environment.	E
• Understanding of factors that may impact upon student wellbeing, behaviour and engagement.	E
• Good ICT skills.	E
• A passion for education and making a difference.	E
• Excellent communication skills.	E
• Effective team member.	E
• Drive and determination.	E
• Ambition.	E

GORSE

• Energy, enthusiasm and sense of humour.	E
• Willingness to contribute to the wider life of the academy.	E
• A good understanding of Positive Discipline.	D
Experience	E/D
• Recent experience working within a secondary school environment.	E
• Experience working with student records, information or pastoral processes within an educational setting.	E
• Experience working within a pastoral or behaviour-focused team.	D
• Experience supporting students to overcome personal barriers to academic success.	D
• Experience providing training to others.	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

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Reviewed Jul 26