



JOB DESCRIPTION

Title: Pastoral and Safeguarding Administrator

Grade: TPLTSS 3

Academy: The King Alfred School, An Academy

Last evaluated: 11 March 2024

Main purpose of the role

This is a non-teaching role focussed on supporting the wider operations and structures of Pastoral and Safeguarding Hubs within the Academy. The Pastoral and Safeguarding Administrator will support the Pastoral and Safeguarding Hubs in tracking complex student needs and ensuring support is available for all students. They will also carry out duties to support with internal processes and procedures.

The post holder will be expected to work closely with staff at all levels in both teaching and support roles, as well as with parents and students, to ensure the safeguarding and behaviour provision of the Academy operates effectively.

Main Duties and Responsibilities

To support the safeguarding and welfare of students by:

- Ensuring own safeguarding training is up to date.
- Carrying out low level safeguarding investigations, as required.
- Liaising and communicating with internal teams (e.g. SEND, Year Teams, Attendance, etc) and external agencies about safeguarding information.
- Writing and maintaining accurate student information on MyConcerns. Managing recorded concerns, e.g. opening, updating, filing.
- Ensuring that safeguarding concerns are shared with the Safeguarding and Mental Health Manager and Designated Safeguarding Lead.
- Assisting in the monitoring of vulnerable students.
- Completing low level check ins with students and liaising with their parents.
- Downloading and sending safeguarding files as required.
- Uploading safeguarding files to MyConcern.
- Triaging the Safeguarding Mailbox and responding to emails as needed.
- Attending pastoral and safeguarding meetings as required.
- Assisting the planning for trips and residential visits for vulnerable students.
- Other duties as can be reasonably expected by the line manager and senior team for the smooth running of the school.

Supporting the Pastoral Team by:

- Monitoring Class Charts and supporting the tracking and monitoring of wider behaviour patterns across the school.

- Monitoring detention attendance and setting further sanctions in line with the behaviour policy. Rescheduling detentions as and when required. Managing the upscaling of detentions.
- Accurately recording Fixed Term Suspensions and generating the appropriate letter that day to advise parents/carers.
- Accurately recording days in the Behaviour Support Room and generating the appropriate letter that day to advise parents/carers.
- Producing Permanent Exclusion packs as and when required; gathering all student data and statements, and redacting all names except the student the pack pertains to.
- Supporting Year Heads with assembly slides for each year group using Class Charts and SIMS data weekly.
- Collating and inputting SIMS and Class Charts data for fortnightly direct reports.
- Organising stage meetings with the appropriate member of staff and sending letters home.
- Issuing fresh start letters at the beginning of each term.
- Starting Early Help Assessments and Partnership Panel referrals using SIMS.
- Uploading student statements to MyConcern.
- Adding data and information to the daily behaviour snapshot.
- Updating Tutor slides.

Supporting the provision for mental health within the school by:

- Supporting the School Wellbeing Strategy.
- Assisting the Safeguarding and Mental Health Manager in putting in place whole school strategies or support for specific themes.

Creativity & Innovation

- The work is routine and is largely working to set, laid down procedures.
- At times, in line with the area of work that the post holder will be supporting, the nature of the work can be dynamic and challenging in nature.
- The post holder will need to be adaptive and resilient.

Contacts & relationships

- Working in collaboration with teachers, support staff and other professionals to uphold the Academy's behaviour policies and overall aims and objectives.
- May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

Decision making and consequences

- Work is carried out in line with the Academy's policies and further information and guidance is easily available.
- Use of initiative is required to support in upholding the Academy's behaviour policy.

Resources

- The post holder will not have any responsibilities for budgets or equipment.

Line management/supervisory duties and responsibilities

- The post holder will not have line management responsibility.

Safeguarding responsibilities

- This role works directly with students – providing low level check ins, signposting advice and support under the direction of the Safeguarding & Mental Health Manager.

Work Demands

- Work tasks may be subject to interruption.
- Able to work to deadlines but also be flexible to deal with changing priorities and unforeseen circumstances.
- Periods of concentration to ensure tasks are completed to a high standard and in a timely manner.

Physical Demands

- Normal physical effort required.
- Work requires periods of substantial physical effort.

Working Conditions

- Role is office based.

Expectations of Jobholder

- Be aware of and comply with Trust policies as well as individual Academy policies and procedures.
- Contribute to the management of student behaviour and security.
- Demonstrate professionalism towards sensitive and confidential information.
- Commit to professional self-development, through participation in training, to include any necessary health and training and annual safeguarding training.
- Undertake such other duties as are commensurate with the grade of the post.
- This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Skills/Qualifications

- Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Pastoral and Safeguarding Administrator

Assessment criteria	Essential	Desirable
Qualifications	GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy)	Hold relevant First Aid qualifications Level 1 safeguarding training Knowledge of SIMS, Class Charts and other school management systems
Experience	Experience of working in a school or a similar environment	Experience of working with young people in a school or extra-curricular context is desirable
Skills	<p>Ability to manage own time effectively</p> <p>Ability to adhere to working procedures and policies within the school environment.</p> <p>Ability to operate as part of a team or individually as required.</p> <p>Excellent interpersonal skills - ability to relate well to students and adults</p> <p>Good oral and written communication skills</p> <p>Ability to maintain confidentiality</p> <p>Good ICT skills</p> <p>Patient, flexible and adaptable, meticulous and conscientious</p> <p>Ability to multi-task and deal with interruptions</p> <p>Willing to participate in training and development activities</p> <p>Willing to adapt to change and show a flexible approach</p>	

Personal competencies, qualities, attitude and behaviours	<p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Emotional resilience in working with challenging behaviours</p> <p>Positive attitude to use of authority and maintaining discipline</p>	
Equality	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities</p> <p>To work in a way that promotes equality of opportunity and respect for diversity</p>	
Safeguarding	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment</p> <p>To work in a way that promotes the safety and well-being of children and young people</p>	