

CHARTERS SCHOOL

JOB ACCOUNTABILITIES

Job Title: Pastoral Support Administrator	Job number / Grade ED02/ Scale 4
Directorate: Education	Unit: Schools

JOB PURPOSE

Provide administrative support to the Heads of Year

Promote student welfare ensuring high standard of attendance and behaviour are achieved.

Role models in terms of conduct, dress and professionalism and in the way colleagues and students are treated.

Support the ethos of the school at all times and liaise closely with the Pastoral Team.

Driving school minibus to transport students for offsite learning.

SCOPE OF JOB (Budgetary/resource control, impact)

Has contact with school visitors, teachers, parents, students, Governors, support staff in the Local Authority Education Directorate, Auditors etc.

Operates in a busy, often noisy environment and required to juggle conflicting priorities.

Will have access to confidential information, which must be dealt with discretely.

POSITION WITHIN UNIT STRUCTURE

Reports to the Inclusion Manager

KNOWLEDGE, SKILLS & EXPERIENCE

5 A-C GCSE or equivalent including English and Mathematics

Good understanding of secondary school processes/systems particularly with regard to progress, attendance and behaviour.

Sound communication skills.

Able to relate to students and parents in a calm and sympathetic manner.

Mentoring experience desirable.

Knowledge of safeguarding.

High organisational skills required.

Licence and training to drive school minibus.

JOB ACCOUNTABILITIES

- Assist in all aspects of student welfare, incident investigation, attendance matters and parent liaison.
- Mediate and resolve low level pastoral issues for individuals and/or small groups of students.
- Address student uniform issues as appropriate.
- Meet with students on an individual basis to ascertain information or to provide immediate support e.g. take statements following an incident.
- Supervise students off timetable in the absence of a HoY.
- Where appropriate issue low level sanctions, and recommend higher sanctions by referral.
- Maintain upper and lower school detention records.
- Manage behaviour and achievement point records, including resetting of points and removing at the end of each academic year.
- Create reports for attendance to support fortnightly tutor meeting and HoY meeting.
- Provide pro-active support of Heads of Years and Tutors when required.
- Attend review and planning meetings as required.
- Provide support to other pastoral team members.
- Under the direction of the Heads of Year, consult, liaise and communicate with parents by telephone, letter or email as appropriate.
- Use school management information systems to keep accurate records of all communication with parents, all sanctions issued and any other pertinent pastoral information relating to students within the year group in student files.
- Provide students with an avenue to voice their issues and concerns.
- Communicate success.
- Provide regular items for weekly newsletter celebrating student success.
- Assist with the organisation and attend the year group events during the academic year.
- Assist with admissions, to include consulting with HoY on tutor group allocation for new students and ensuring that new students are allocated a 'buddy' to assist with their settling in.
- Contact primary schools to obtain transfer information and student files for year 7 bulk admissions and in-year transfers.
- Assist HoY in tutor group changes throughout the academic year and ensure that there is an introduction programme in place for students entering the year group 'mid-term'.
- Attend team meetings, circulating agendas and taking minutes (receive copies of minutes to type up from HoY and Year team meetings).
- Drive school minibus to transport students for offsite learning.

Other Tasks

- Attend and help organise year group assemblies.
- Liaise with outside agencies where applicable.
- Produce reports from management information systems.
- Be responsible for the Year 11 Prom organisation.
- Update noticeboards as required.
- Duty.
- Other duties of a similar nature as directed by the HoY.

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.

Post holder signature _____ Name _____ Date _____

Manager signature _____ Name _____ Date _____