

## Role Description

# Post 16 Pastoral/Admin Officer

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| <b>Pay Range</b>       | <b>Band F</b>                            |
| <b>Responsible to:</b> | <b>Principal and Director of Post 16</b> |

## Main Purpose of Post

- To assist the Director of Post 16 to lead and manage the day-to-day administration of Post 16 provision and support the pastoral requirements of a large cohort of students across the collaborative: including the monitoring of attendance, student academic performance, rewards and sanctions processes, overseeing welfare requirements, and managing internal and external communication with several key stakeholders, agencies and parents.

## Key Areas of Responsibility:

- To work with Directors of Post 16 and Form Tutors to identify cohorts of students that require pastoral support and to implement intervention programmes that enable these students to reach their full potential.
- To contribute to raising the performance of academic outcomes through the RAP process working with Post 16 Directors and Form Tutors to identify and implement appropriate interventions, improvement plans, milestones, targets and expectations in relation to identified cohorts of students.
- To monitor and raise levels of attendance and punctuality by tracking and reporting daily lesson attendance, proactively undertake home school liaison and produce weekly attendance reports to the Post 16 Leadership Team.
- To ensure that the MLT Post-16 Code of Conduct is adhered to, and standards are communicated and challenged accordingly.
- To provide front line support for students, applying specific strategies and timely and effective follow up to address levels of engagement, conduct and social and emotional issues of individuals or groups of students.
- To liaise with parents, students, and external agencies to address standards, underperformance, well-being, and other barriers to learning.
- To supervise and maintain independent learning spaces.
- To manage the administration of the UCAS external application processes.
- To manage the Bursary Scheme for all Post-16 students and generate accurate Bursary payments.
- To lead the Post 16 student council and facilitate a range of leadership and community-based initiatives to raise the profile of Post 16 students across our school and give council members opportunities to develop a range of skills and experiences.
- To represent the academy at early help/safeguarding meetings for Post 16 students.
- To support the Examinations Manager in trial and final KS5 exam processes, invigilating rooms where appropriate.
- To manage and monitor the effective transport of students across the MLT Post-16 collaborative.
- To plan and organise Post 16 events: CEIAG university visits and apprenticeship fairs, promotional evenings, rewards celebrations, examination results days and transition and leavers events, updating the Sixth Form leadership team, managing student leaders and co-ordinating the Sixth Form Improvement calendar, reports and promotional materials.
- To take every opportunity to celebrate student achievements and keep the Post 16 Leadership Teams up to date to ensure relevant recording and reporting via social media and the website.

# Supplementary Information

**NJC Pay Range**

**Band F**

## Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

## Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

## Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

## Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

## Other Considerations

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- The postholder is responsible for ensuring they have the appropriate business insurance to fulfil the requirements of the post.
- To work flexibly outside contract hours on occasion, in order to meet the needs of the role.
- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.

***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.***

***Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.***