**BEACONSFIELD HIGH SCHOOL**

**Job description**

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| **Job title** | **Pastoral Support Assistant**  |
| **Line management** | Pastoral Support Assistant is responsible to the Heads of Learning for Years 7 & 8, who will direct their day-to-day work and through them to the Assistant Headteacher - Student Support. The Office Manager also directs day-to-day work and supports the post by re-assigning work as and when required |
| **Hours of work** | 37 hours per week, 40 weeks per year.  Actual pay range £18,417 to  £19,907 dependent on experience |
| **Purpose of the role**  |
| To provide a full, confidential, administrative and support service to the Heads of Learning and AHT Student Support that ensures the efficient operation of their roles, effective communication with all elements of the school community and external agencies, and promotes a positive image of the school to current and potential students and parents. On behalf of any of the Heads of Learning and AHT Student Support matters, liaises with staff, students or external bodies to progress outstanding issues in a timely manner.  |
| **Operational responsibilities** |
| ***Student Support**** Respond to and take action on routine day-to-day student issues as they arise – both within school or via email and telephone; this will include meeting with parents and students, offering pastoral support in liaison with the Head of Learning
* Support the monitoring, recording and issuing of intervention, praise and sanctions related to student conduct within the relevant year groups in line with direction from Heads of Learning and school protocols
* Accept and proactively complete delegated tasks linked to the planning and co-ordination of the administration of the relevant year groups in communications with students, parents and agencies as required.
* Be aware of and comply with national and local policies and procedures relating to child protection and all aspects of Safeguarding children
* Take full charge of Student Reception from 4.15-5pm as per the duty rota and ensure all student issues that arise are dealt with in a timely, positive, pleasant and professional manner with information shared with all relevant parties. If the school Reception is unmanned at any time, proactively cover the phones and respond to visitors
* To fully support the administration needs of the Heads of Learning as requested in preparation for new student admissions, and support a fully coordinated process, helping ensure that staff and students are fully prepared for admission start dates. Liaise with support staff and other schools to support the procedures and documentation as required.

***Communication**** Initiate, organise and manage aspects of the pastoral calendar that are identified on the school calendar and in discussion with the Heads of Learning and AHT Student Support to ensure the effective running of the School.
* Assist with the organisation and preparation of School events such as parents’ evenings, assemblies, exam days and external marketing events together with other Heads of Learning and AHT Student Support.
* Deal with enquiries from parents, students and staff, on a wide range of issues, and act as the first line of response to other internal and external enquiries directing them to other internal staff as appropriate.
* Use own initiative to respond to emails, written correspondence and telephone calls, taking action on standard administrative and secretarial matters on behalf of the Heads of Learning and AHT Student Support
* Type up reports, publications, minutes, emails and other material as required Heads of Learning and AHT Student Support ensuring that they conform to School standards and promote a positive image of the School.
* Maintain a bring-forward system for correspondence and review of pending events in files on a regular basis.
* Arrange appointments, organise meetings and events, manage the electronic diaries and maintain each filing system as required.
* Meet and greet visitors to the School including parents, and prospective parents and students.
* Ensure that Heads of Learning and AHT Student Support have all relevant documentation when attending external meetings.
* Upload relevant information to SIMS and obtain information required from SIMS as required for Heads of Learning and AHT Student Support so that they can prepare for any meetings with staff or students.
* Liaise with Admissions, Exams and Marketing as appropriate.
* Photocopy and prepare materials for Head of Learning as required.
* Undergo general first aid training

**General responsibilities*** Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding and Child Protection Policy at all times.
* Administration of the KS3 transition process as directed by the Head or relevant line manager
* Attend Beaconsfield High School Open Events if required.
* Display correct staff identification at all times whilst on site.
* Complete lunchtime duties as per the duty rota
* Complete registration or lesson cover if required
* Attend or complete appropriately identified training and staff INSET sessions organised by the School
* Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as students, staff and visitors.
* Carry out any other reasonable duties as requested by the Heads of Learning and AHT Student Support.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. |

As per part 7 of the Immigration Act 2016, “the ability to converse with ease with members of the public and provide advice in accurate spoken English” is an essential requirement for this role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.