

Kings Langley School: Role Description Support Staff

Title of Post	Key Stage 5 Pastoral Officer
Grade (including allowances)	H4 - H5 (depending on experience and skill set)
Reporting to	Leader of Key Stage 5
Date	October 2017
Time/Hours (and Full Time Equivalent FTE)	30 to 35 hours per week/39 weeks per annum 8.30am start Monday-Friday

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus and our Character Development Programme
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training (refer to "Investors in People" documentation for more details)
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide a courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Duties Specific to the Post Holder

- To deal with routine email, telephone and face to face enquiries.
- Assisting with arrangements for visits by outside agencies, photographers etc.

- Assisting in the organisation of events and external visits.
- Provide routine clerical support e.g. photocopying, filing, faxing, emailing and completing routine forms.
- Maintain manual and computerised information systems.
- Undertake typing, word processing, data inputting and other IT based tasks.
- Undertake routine administration e.g. collating student reports, parental returns for meetings etc.
- Providing support with the production of tutor briefings, newsletters and student rewards systems.
- Administer the 16-19 Years Bursary Scheme as necessary
- Provide support for University Funding arrangements
- Maintain and update Sixth Form display boards in corridors and staff room e.g. student achievements, photographs, information etc.
- To provide direct support and assistance to the Director of Sixth Form, assisting with diary input, event management and general prioritising
- In line with all support staff, carry out a student supervision duty on one occasion each week
- To carry out such other duties as required, and as are commensurate with the appropriate pay scale.

Knowledge, Skills and Personal Attributes

- Be well organised and meticulous in record keeping, filing, planning and letter writing
- An ability to use relevant technology to an appropriate level, for example, computers and peripherals, photocopiers
- Have an excellent telephone manner, being able to adapt responses according to the humour and situation of the caller
- Present a courteous and friendly manner to all visitors to the school, having due regard to "customer service best practice" attributes
- Have good numeracy and literacy skills, with a focus on good grammar and spelling
- Ability to relate well to students and adults.
- Exhibit high moral standards in dealing with confidential and sensitive situations
- Appropriate knowledge of first aid