

Job Description Whitley Academy



Job Title: Post 16 Pastoral Support Manager and Administrator

**Grade: Grade 5 £21,074 – £26,470 pro rata
Term Time Only + Training Days**

Line Manager: Director of Post 16

Location: Whitley Academy

Job Purpose

To support the Academy's stated aims and to maximise the effectiveness of its administrative and pastoral support functions.

Duties and Responsibilities

To carry out administrative tasks as necessary. Supporting the Sixth Form team as follows:

General Administrative duties:

- Attend relevant meetings and take minutes
- Support application/interview/admissions process (including consortia school arrangements)
- PR/Advertising
- Communication and correspondence (Newsletter, website and letters home)
- Take the lead in arranging enrichment activities for Post 16
- Coordinating the logistics of consortia travel arrangements
- Draft and type correspondence, reports and other documents as required
- Photocopy, distribute and file documents and enter student data in to trackers
- Update and manage Post 16 displays around the school
- Greeting visitors and answering the telephone
- 1. Some evening work may be required for Open Evenings, Prize Giving
- Take a lead in supporting internal mock examinations and during external examinations.
- Managing the Post 16 Bursary.
- Any other duties which you are asked to undertake by your line manager.

Monitor & Evaluation:

- Reports (including consortia reports).
- Data tracking (BFL, attendance and basic academic progress).

Pastoral:

- Behaviour and attendance (tracking, monitoring and intervention)
- Lead for UCAS (University application process)
- Rewards/awards
- Provide mentoring where appropriate and track mentoring
- Reinforce dress code
- Supervise private study and check students are using time well

- Provide point of contact for pastoral and raise concerns
- Lead for careers and apprenticeships in Post 16
- Assist the Director of Post 16 with monitoring student progress and arranging intervention as required

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

All duties and responsibilities must be carried out with due regard to the Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Director of Post-16

Date Reviewed: June 2018