

## Job Description

*Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.*

*Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practices equality of opportunity.*

### Job Title

## Pastoral Support Officer

**Hours of work:** Full time (35 hours per week), term time plus 3 weeks (42 weeks per year) – 0.91FTE (full time equivalent)

**Salary Scale:** SFCA Salary Scale points 7-10 (£24,953 - £26,666 per annum (pro rata amount: £22,584 - £24,134 per annum)

**Reports to:** Divisional Lead Pastoral

**Job Purpose:** To provide full administrative and secretarial support to the Divisional Lead Pastoral, Heads of Year and Pastoral Managers as detailed below.

### Main

### Responsibilities:

- To be responsible for administrative and secretarial support for the Pastoral and Safeguarding teams.
- To manage the calendar of meetings and activities for all members of the Pastoral group.
- To organise location of meetings for all Pastoral Managers and arrange hospitality when necessary.
- To record and distribute the minutes of all meetings involving the Pastoral group.
- To distribute college information, records and reports to the Pastoral group and tutors as required.
- To field phone calls and electronic communications for the Pastoral group, including those relating to attendance and punctuality and to record and forward messages where necessary.
- To contact students and parents, as directed by members of the Pastoral group.
- To be able to advise students and parents/guardians with regard to college processes, policies and procedures.
- To administer the record files for the students with regard to standard documents required for audit purposes and provide copies of all written communications to parents/guardians for the files.
- To support the administration of internal Progression and the CEDAR Contract system
- To be responsible for coordinating the duplication and distribution of any Pastoral tutorial material to tutors.

- To provide secretarial and administrative support to enable the college to provide timely references for students' UCAS applications by maintaining records of dates of submissions, distribution to referees and the transmission of completed applications.
- To provide secretarial and administrative support to enable the college to provide timely references to employers.
- To help maintain accurate data relating to the pastoral system.
- To act in line with all college policies and procedures relating to the Pastoral Care and Support of the student, particularly with regard to confidentiality and privacy.
- To support the administration of Open Days and Taster Days.
- To support the administration of the Safeguarding Group and the Safeguarding Manager.
- To provide administrative and clerical support to other administrative areas in peak periods e.g. student services, free school meals, bursaries and front of house duties.

**Additional Duties:**

- To support the effective safeguarding of all young people throughout the College.
- To adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity etc...
- To attend meetings for all College Staff, as necessary.
- To undertake any other duties appropriate to the level of post as required by the Principal and designated line manager.

*This job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder*