



Pastoral Administrator

Salary: H2 3:5 **Contract Type:** Term Time Only **Responsible to:** Learning Coordinators /SLT

9.30 – 2.30, daily, 4.5 hours a day, 22.5 hours per week

Job Description

Main purpose:

To work with and support the Learning Coordinators and the Assistant Head Teacher (“AHT”) responsible for Behaviour, Attitudes and Safeguarding and support the AHT and Learning Coordinators (“LC’s”) as part of a professional team to provide administrative support for BAS and other pupil focussed pastoral matters.

Key responsibilities:

1. First level of contact dealing with visitors/parents/enquiries on behalf of the LC’s/AHT. Problems are normally routine requiring straightforward solutions; more difficult problems are referred to LC’s
2. Making initial phone calls and following up with a holding email to parents regarding incidents and other matters.
3. Supporting the LC’s/AHT when an incident occurs by collating statements from pupils.
4. Sending emails/letters on behalf of LC’s about uniform/jewellery/hair etc. and other matters relating to (breaches of) school rules.
5. Liaising with parents for completion and return of completed paperwork on a timely basis e.g. signed referral documents, signed Student Support Plans (“SSPs”).
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Liaising with staff to ensure work is set on Teams for pupils as required.
8. Contact with pupils, parents and carers and outside agencies and may assist with the welfare and care of sick pupils.
9. General administrative support as and when required on a daily basis.

Whole-school organisation, strategy and development:

1. Responsible for updating and maintaining confidential pupil /parent records in relation to tasks undertaken.
2. Knowledge and compliance with policies and procedures relevant to Pastoral Policies, including but not limited to pupil behaviour, rewards and sanctions, child protection and health and safety.

Working with colleagues and other relevant professionals:

1. One of a team of administrative assistants and support staff including the Pastoral Support Worker, who support the Senior Leadership Team (“SLT”) and wider school.
2. Responsible for the supervision of individuals or small groups of pupils in relation to the proper completion of the role.
3. Provides assistance to pupils on social, welfare and health matters and provides support to the AHT, LC’s and other staff on the monitoring and recording of behaviour management of pupils.
4. Collaborate and work with colleagues and other relevant professionals.
5. Develop effective professional relationships with colleagues.

Management of staff and resources:

1. Works under the direction of the LC’s/AHT.
2. Makes decisions about own work; more complex decisions referred to senior staff.
3. Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.
4. Direct, supervise and provide support to staff assigned to them.
5. Contribute to the recruitment, selection, appointment and professional development of other staff.
6. Monitor quality and standards of resources delegated to them.

**Communication:**

1. Communicates effectively and appropriately with pupils, parents/carers, staff and encourages acceptable behaviour.
2. Exchanges information with staff, parents/carers.
3. Support pupils in using basic ICT.

Health and Safety:

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
2. Promote the safety and wellbeing of pupils.
3. Conduct return to school risk assessments for pupils with medical needs, monitor and review as appropriate.
4. Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Professional development:

1. Requires knowledge of a range of administrative support tasks and office and related school procedures and systems equivalent to national qualifications level 2.
2. Standard keyboard skills, use of office equipment
3. Take part in the school's appraisal procedures.
4. Take part in further training and development in order to improve own teaching and overall performance.
5. Where appropriate, take part in the appraisal and professional development of others.

Other:

1. The post holder must be committed to the safeguarding and welfare of all pupils.
2. This post is subject to an enhanced Disclosure and Barring Service check

N.B. The duties listed above are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

October 2023