



Hazelwick School

JOB TITLE:	Pastoral Coordinator
GRADE:	5
HOURS:	37 Hours per week Monday to Friday 8.15am to 4.15pm Term Time Only plus 5 Days
RESPONSIBLE TO:	PA to Deputy Headteacher/Head of Year

Overall purpose of the role is to:

- **work with Heads of Year to provide pastoral care and support the academic needs of the students at Hazelwick School**
- **liaise with students, families, colleagues and other agencies as appropriate**
- **provide administrative support for tasks specific to a Year Group, as required**
- **provide administrative support for allocated whole-school tasks**
- **provide general office duties as required**
- **triage student issues that present at the Head of Year office in the absence of the Heads of Year**

Responsibilities may include:

- providing administrative support to the Head of Lower/Middle School, Heads of Year and Form Teachers. This may include answering emails, general correspondence, minute-taking, dealing with telephone queries
- triaging students when they present at the Head of Year office
- undertaking attendance checks for the Year group, liaising with the Year Team, EWO, parents/carers and other agencies as required. Supporting initiatives to improve student attendance. Keeping an accurate record of attendance and punctuality for discussion fortnightly with Heads of Year/EWO/Head of Lower School/Head of Middle School
- using the Schools Information Management System (SIMS) to input student data, run reports and issue timetables for students and teachers
- supporting with the organisation of day and residential trips and other events within school as required
- maintaining student registers, using SIMS and manual registers as necessary
- maintaining and updating student databases for exclusions, attendance, incidents, etc
- maintaining detention database for the year group and contacting parents re detentions where applicable
- assisting in the organisation of Parents' Evenings, Parents' Information evenings and Student Review days and support at the events
- preparing paperwork for exclusions, coordinating and obtaining work from teachers to be set on Show My Homework during the exclusion period

- supporting the preparation of student reports by uploading and checking data, proof-reading, distribution to parents
- assisting with the organisation of Alternative Timetable Days (ATD)
- assisting with other whole year group activities
- supporting the Year Group exam process
- liaising with the Finance Office over money for school trips and other items
- preparing displays and keeping notice-boards up-to-date
- collecting work for students and collecting students from class as required
- carrying out the administration for annual year group activities e.g. Award Evenings
- Key Stage specific roles in support of e.g. transition, options

Safeguarding

Hazelwick School is committed to safeguarding and promoting the welfare of children and young people and communicates a clear framework to employees. Safeguarding is a key aspect of every role at Hazelwick and all staff must have read and be fully aware of the Child Protection Policy.

In addition to the responsibilities outlined above, the Pastoral Coordinator may be required to provide administrative support to allocated whole school tasks.

Other Requirements:

- be committed to inclusive education
- contribute to the provision of an efficient and effective learning environment
- maintain confidentiality at all times
- be aware of and adhere to all School policies and procedures

The Pastoral Coordinator will carry out such other duties as may be required from time to time.

All members of staff are expected to work as part of a team. Within this team, there is an implicit understanding of mutual assistance and co-operation with each other. Any member of the team may expect to give and receive help when there are extra work requirements.

April 2019