

PASTORAL SUPPORT ASSISTANT: JOB DESCRIPTION

Salary

Medway NJC – C1

Line of responsibility

The pastoral support administration assistant will be directly responsible to the Deputy Headteacher with responsibility for Pastoral care.

Job purpose

The pastoral support administration assistant shall be responsible for:

- Assisting her/his line manager with all aspects of the development and effective operation of the pastoral administrative function within the school, including that of its extended facilities.
- Assisting form tutors with the pastoral administration
- Maintaining the school database system/s containing information relating to pastoral support of students

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

Job specification

Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals organising and holding meetings with a range of stakeholders
- Provide the first point of contact for parents in relation to pastoral issues.
- S/he shall assist her/his line manager to ensure the effective operation of the school student pastoral support. Support 7 Heads of Year and approx. 1400 students with a range of issues including mental health support, small group and one-to-one mentoring for students.
- S/he shall provide efficient administrative support to her/his line manager and the school's senior leadership team and Inclusion Manager in pastoral matters and other events (SLT).
- S/he shall support the development, implementation and review of administrative procedures and systems, putting in place necessary controls and ensuring they comply with policies and procedures.
- S/he shall assist in the entry and extraction of data, the collation and preparation of statistics, management information and reports as required by her/his line manager, governors, auditors, the local authority (LA) and the DFE.
- S/he shall assist in transferring data safely when database system(s) are introduced and/or changed.
- S/he shall assist in the setting up and maintenance of archive files and historical data.

- S/he shall report technical faults relating to the school database system(s) and equipment to the ICT technician(s) in accordance with school reporting procedures.
- S/he shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) e.g. PPG are completed accurately and within required deadlines.
- S/he shall ensure compliance within the school of data protection regulations.
- S/he shall liaise and represent the school with outside agencies as required and attend meetings if necessary.
- S/he shall collate incident statements from students.
- S/he shall remove students from lessons if required, arrange adequate supervision and work one-to-one with the student on behaviour management going forward.
- S/he shall provide support for mid-term new students.
- S/he shall deal with correspondence promptly and as required.
- S/he shall administer first aid as required and provide support for mental well-being of students.

General

- S/he shall attend school events as required.
- S/he shall participate in school emergencies as required, including co-ordinating evacuation arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- S/he shall attend training sessions and meetings as required.
- S/he shall keep up-to-date with developments and changes to school policies and procedures and communicate these to colleagues as appropriate.
- S/he shall support her/his line manager in providing information to the headteacher, governing board and its committees as appropriate and when required.
- S/he shall undertake first aid training - including mental health first aid - and responsibilities as required. Train as a DDSL and maintain knowledge of safeguarding issues for local area.

PASTORAL SUPPORT ASSISTANT: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • Educated to at least GCSE grade C standard or equivalent in English and mathematics. • Experience of working in a pastoral support role, • Previous administration experience. • Experience of managing data and maintaining accurate records and filing systems. 	<ul style="list-style-type: none"> • Further education qualification(s) in relevant field. • Experience of working in a school or similar establishment. • Experience of organising meetings and accurate minute taking. • First aid qualification or willingness to gain one. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate(s) (to be available at interview)</p>
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students and colleagues. • Able to develop and motivate staff, delegating duties as required • Ability to work constructively as part of a team, understanding school roles and responsibilities. • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals. • Good standard of numeracy and literacy skills. • Ability to absorb and understand a wide range of information. <p>Ability to manage and deal with confidential data/issues appropriately.</p> <ul style="list-style-type: none"> • Ability to proficiently use office computer and finance software 	<ul style="list-style-type: none"> • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as data protection, Freedom of Information Act, GDPR. • Working knowledge of SIMS software package. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
including word-processing, spreadsheet, database and internet systems.		
Personal qualities		
<ul style="list-style-type: none"> • Ability to show initiative and prioritise one's own work and that of others even when under pressure. • Able to follow direction and work in collaboration with line manager and leadership team. • Able to work flexibly to support others and respond to unplanned situations. • Efficient and meticulous in organisation. • Able to attend evening meetings as required. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>