



Job Description

JOB TITLE Pastoral Administrative Assistant

PHASE Secondary

REPORTING TO Designated Safeguarding Lead

RESPONSIBLE FOR N/A

Job Purpose

- To provide administrative support to the Safeguarding, SEN and Behaviour teams
- To work closely with the Designated Safeguarding Lead to complete administrative tasks related to the safeguarding of student (including Children in Care) and support accurate record keeping on Safeguard.
- To work closely with the SENCO, DLACT and Assistant SENCO by providing administrative support related to the completion of referrals and information needed by external professionals. This will include collating information received from teaching staff.
- To work alongside the Behaviour Administrator Assistant to complete administration relating to suspensions and Governor Discipline Committees.

Duties and Responsibilities

Safeguarding Administrative Support

Working with the Designated Safeguarding Lead:

- Complete referral paperwork and maintain accurate records
- Track staff training
- Coordinate resources to share with staff, students and parents and carers
- Update safeguarding noticeboards and posters within the school
- Use internal systems effectively to track and monitor referrals from staff
- To create and maintain accurate and up to date files.
- Undertake the Trust's DSL training

SEN Administrative Support:

Working with the SENCO, DLACT and Assistant SENCO

- Support in the completing of referrals and requests for information from external professionals



- Collate information from teaching staff in relation to Children in Care and support in the preparation of PEP documents.
- Provide administrative support to the implementation and tracking of provision recommendations and implementation.

Behaviour Administrative support:

Working with the Behaviour Administrator Assistant:

- Create and send letters to parents and carers.
- Prepare packs for Governor Disciple Committees.
- Support the accurate record keeping of behaviour incidents and records of follow up actions.

Working with colleagues and other relevant professionals

- Work as part of an effective team
- Have excellent written and verbal communication skills
- Have the ability to communicate effectively with other staff members and pupils, and with parents and carers
- Be prepared to undertake relevant CPD
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school and Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.



ICT

- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of Pastoral Administrative Support.

Name:

Signed:

Date: