



Administrator for Pastoral Team

JOB DESCRIPTION

HOURS: 37 Hours Term Time only PLUS 2 weeks

RESPONSIBLE TO: Pastoral Manager and SLT Link

PURPOSE OF JOB

- You will be a dynamic and motivated individual, and be responsible for undertaking administrative duties in order to facilitate the pastoral team in providing highly effective pastoral care to students. You will promote and secure a culture of high expectations for all. You will assist student and parental queries, directing as appropriate with the goal of the ensuring that all students are supported to become confident and successful individuals. We provide a first-rate induction and continuous CPD programme for all so that nobody is left to 'find their way' in our school.

Main Responsibilities

- ❖ To support the Pastoral Team by promoting the good behaviour and academic achievement of all students.
- ❖ Be the first port of call for parents, students and teachers in order to facilitate the Pastoral Team's support to students.
- ❖ Organise, minute and partake in pastoral behaviour meetings.
- ❖ To liaise with staff involved in teaching or supporting students.
- ❖ To support the Pastoral Team by providing direct student support throughout the school day where necessary.
- ❖ To collate information and data related to behaviour and support issues in school.
- ❖ To support the Pastoral Team in an administrative manner in concluding behaviour matters and reduce barriers to learning.
- ❖ To liaise with outside agencies involved in supporting students
- ❖ To liaise with parents/carers with plans for improvement
- ❖ To ensure that high standards of behaviour, personal presentation, attendance and punctuality are maintained by students
- ❖ Monitor, report and measure impact of support to line manager

Support to School:

- To be responsible for ensuring that all students benefit from the 5 key aims of the government's *Every Child Matters* agenda: being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being.
- To monitor student standards and achievement outcomes against target indicators.
- To monitor standards of pupil behaviour and application.
- To support independent learning



- To ensure that equality of opportunity exists for all students
- To support staff who teach students understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies
- Promote and safeguard the welfare of children and young people you come into contact with
- Support and promote the school ethos and contribute to the overall aims of the school
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and performance development as required
- Undertake reasonable requests that are not explicitly listed here

Person Specification

The successful candidate will have all or most of the following:-

- Willingness to support our Catholic ethos
- A confident communicator who enjoys dealing with staff, students & visitors
- Experience of working in an administrative function in a busy front of house environment
- Excellent Keyboard/IT skills
- Good numeracy and literacy skills
- Good organisational skills, the ability to plan and prioritise effectively
- Enthusiasm and flexibility
- A sense of humour and sense of perspective
- Ability to relate well to students and adults
- Ability to work constructively as part of a team
- An understanding of safeguarding within an education setting