

## THE FALLIBROOME ACADEMY – JOB DESCRIPTION

|                 |   |                    |
|-----------------|---|--------------------|
| Job Title:      | Pastoral Assistant                      | Grade: 5, SCP 7-11 |
| Responsible To: | Assistant Headteacher:<br>Pastoral Care |                    |

---

### JOB PURPOSE:

Working under the direction of the Head of Year for a specific year group and reporting to the Assistant Headteacher: Pastoral Care 11-16, the role will support the pastoral needs of pupils, including some administration relevant to a specific year group.

The role will also include a period of time each week supporting the Behaviour Manager in the Behaviour Room on a rota basis.

---

### MAIN RESPONSIBILITIES

|    |  |
|----|--|
| 1) | To act as an additional point of contact for parents for routine matters relevant to the year group. Manage routine contact with parents.  |
| 2) | Building positive relationships with and providing support to students in the specific year group  |
| 3) | To be the attendance lead for a specific year group, ensuring all attendance registers are accurate and following up on any missing data. This will involve going to classrooms and liaising with Form Tutors and teaching staff |
| 4) | Following up pupil absences and late arrivals by phone calls to parents/guardians to identify reasons and escalating as appropriate. Meet with students and/or parents with a view to improving attendance                       |
| 5) | Monitoring punctuality and attendance, preparing reports and liaising with other relevant staff. Booking appointments, organising meetings and providing information to external agencies.                                       |
| 6) | Supporting the supervision of students in the Behaviour Room on a rota basis, ensuring a calm, hardworking environment. This will typically be one double period per week.   |
| 7) | During times working in the Behaviour Room, work to the direction of the Behaviour Manager to ensure the smooth operation of all aspects of the Behaviour Centre.  |
| 8) | Managing the communication of some aspects of discipline as delegated by the Head of Year.   |
| 9) | General administrative work as required, including written communication (emails and letters), data entry, spreadsheets, photocopying, filing, minute-taking and collating reports   |

|   |   |
|---|---|
| 10)   | To ensure that information relating to the students is maintained accurately and is kept up to date. To manage the data gathered this area to provide regular updates and reports to the senior team. |
| 11)   | Providing first aid and medical supervision, including issuing prescribed medication to students and recording all accidents on Smartlog.   |
| 12)   | Administration and organisational support for Parents' Evenings for the year group.   |
| 13)   | Administrative and organisational support for all pastoral meeting.   |
| 14)   | Administrative tasks relevant to the year group (for example: transition arrangements, organisation of vaccinations, attendance letters).   |
| 15)   | Coordinating signing in and out sheets for students, checking these against absences and taking responsibility for these sheets during fire drills.   |
| 16)   | Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.                                       |
| 17)   | Supporting the exams team with invigilation and Access Arrangements as necessary.   |
| 18)   | Undertake personal professional development and respond to the changing needs of the job.   |
| 19)   | Ensure all duties and responsibilities are undertaken in line with the school's Health and Safety policy.   |
| 20)   | Actively safeguard and promote the welfare of children at all times.  |
| Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job. |   |

## THE POST: PASTORAL ASSISTANT

### PERSON SPECIFICATION

| <b>QUALIFICATIONS</b>   | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
|---|------------------|------------------|
| Educated to at least GCSE 'A' Level or equivalent   |                  | √                |
| GCSE in Mathematics & English   | √                |                  |
| A First Aid Qualification (or a willingness to be trained)                                      | √                |                  |
|   |                  |                  |
| <b>EXPERIENCE</b>   |                  |                  |
| Experience of working with young people   |                  | √                |
| Experience of working in an educational establishment   |                  | √                |
| Experience of working with external agencies/professionals                                      |                  | √                |
|   |                  |                  |
| <b>KNOWLEDGE AND SKILLS</b>   |                  |                  |
| Ability to build and form good relations with colleagues, students and parents/carers           | √                |                  |
| Outstanding communication skills, both verbal and written                                       | √                |                  |
| Ability to work constructively as part of a team but also individually with minimal supervision | √                |                  |
| Ability to use ICT packages and equipment effectively   | √                |                  |
|   |                  |                  |
| <b>PERSONAL QUALITIES</b>   |                  |                  |
| Ability to deal confidentially and appropriately with situations                                | √                |                  |
| Initiative and ability to prioritise workload even when under pressure                          | √                |                  |
| Ability and a commitment to work flexibly and to respond to unplanned situations                | √                |                  |
| Efficient and meticulous in organisation  | √                |                  |
| A desire to enhance and develop skills and knowledge through CPD                                | √                |                  |
| Evidence of exemplary attendance and punctuality  | √                |                  |
| Commitment to the highest standards of child protection   | √                |                  |
| Recognition of the importance of personal responsibility for Health and Safety                  | √                |                  |