

Job Description – Pastoral Assistant

Salary / grade: LPT6

Hours: 36 hours per week, 40 weeks per year (term time only plus one)

Contract type: Part-time, permanent

Responsible to: Head of Learning

Responsible for: No subordinates

Main purpose

The key function of the role is to support the Head of Learning in promoting an inclusive and nurturing ethos where all students feel supported and valued.

Duties and responsibilities

- To act as primary contact for students and parents throughout the school day for one year group.
- To complete all administrative tasks associated with one year group including the preparation, organisation and administration of all calendared events pertaining to that year group.
- To be responsible for the entry and maintenance of relevant information pertaining to students in on year group, ensuring records are kept up to date.
- To provide support to students as required throughout the school day when the Head of Learning is teaching.
- To provide SLT and Head of Learning with data as required so that support and intervention can be implemented.
- To support the attendance officer by ensuring registers are accurately maintained, producing letters and organising parental meetings for the Head of Learning.
- To support the Head of Learning in preparing paperwork for all parental or professional meetings as required.
- To complete electronic filing for each student file.
- To organise certificates and rewards for celebration assemblies
- To prepare and send communications to students and families
- To support the Head of Learning in coordinating the registration of students during examination periods
- To work with the admissions lead to ensure efficient transfer of student files on entry or exit to the school role.
- To support with student services reception as required.
- Undertake other tasks/duties as directed by the Principal that are commensurate with the responsibilities of a [Job Role].

Duties for all

- To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others
- To have regard and comply with safeguarding policy and procedure as appropriate

General

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Fullbrook will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect changes in the job which are commensurate with the salary and job title.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I agree that I am able to perform the essential job functions as outlined.

Postholder's signature: _____ **Date:** _____

Postholder's name: _____

Job title: Pastoral Assistant

The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Qualifications and knowledge	Essential	Desirable
Good standard of education – including GCSEs in English and Maths at grade C+.	✓	
High level working knowledge of Excel, databases and Word.	✓	
Skills	Essential	Desirable
Demonstrate effective verbal and written communication skills.	✓	
Calm and adaptable with an ability to work within a flexible and busy environment.	✓	
Ability to encourage learning and motivate young people in their studies by building positive relationships.	✓	
Good interpersonal skills with the ability to liaise effectively with other staff.	✓	
Good listening skills to ensure swift understanding of instructions which may be delivered briefly and at speed	✓	
Ability to manage own workload and time.	✓	
Able to evaluate own developmental needs and seek learning opportunities to address them.	✓	
Ability to respond flexibly and adapt to changing and challenging circumstances.	✓	
Experience	Essential	Desirable
Recent experience relevant to the post, eg successful experience of working in a school environment or with young people.		✓
Experience of working with young people -the ability to encourage, motivate and support.	✓	
Other requirements	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to promoting the ethos and values of the school and getting the best outcomes for all students.	✓	
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	✓	
Commitment to a team approach; exchanging ideas and providing support to colleagues where needed	✓	
Ability to work under pressure and prioritise effectively	✓	

Commitment to maintaining confidentiality at all times	✓	
Embraces change well and deals with difficult situations effectively	✓	
Personal presence, confidence, patience, sensitivity and maturity of approach.	✓	

Training can be provided on specialist areas of the role, including the promotion of safe working practices.