

Whickham School and Sports College



JOB DESCRIPTION

POST: Pastoral Assistant

GRADE: D SCP 5-6 £18,795 - £19,171 pro rata to term time only, 30 hours per week. Actual salary £12,976 - £13,236 per annum.

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

Core Purpose

Provide administrative support to pastoral care and student services. This role will be flexible as some activities will be driven by need and be different at various times during the year. The post holder may also be asked to support whole school administrative work.

Responsible to: Office Manager

Hours of Work:

- 30 Hours per week. 8.20am – 2.20pm

Responsibilities

1. **Ensure efficient and accurate completion of pastoral administrative work** through supporting the Attendance Officer and Pastoral Leaders in the completion of First Day Response calls (Yr7-13); ensuring pastoral information received from parents or carers is accurate on SIMS; collate exclusions paperwork, ensure this is accurate and that SIMS accurately records this; providing a weekly report and analysis for senior pastoral staff of pupils not in lessons; supporting Pastoral Leaders in maintaining accurate information in ClassCharts; organising pastoral detention lists; take minutes in meetings as directed by your line manager; support in the preparation of paperwork for Governor panels, admissions and managed moves; support in the movement of records between year groups, including during Year 6 transition; ordering, recording and distribution of pupil equipment packs.
2. **Support the provision of good pastoral care** through being a first aider; being a presence in the KS4 pastoral office at break and lunch time;

supporting pupils with queries; ensuring messages are passed to pastoral staff.

3. **Ensure effective communication between pastoral care and other stakeholders** through liaising with the Assistant Librarian in detailing pupils not in normal lessons; liaising with the Data Manager in maintaining pastoral information in ClassCharts and SIMS; liaising with the Achievement Team and AHT Pupil Achievement on the production of timetables for new pupils and the timely communication of this information to parents/carers and staff; liaising with main office in sharing skills and roles.
4. **Support other organisational functions in working effectively** through being an invigilator, reader and scribe in internal and external examinations; supporting the main office in situations of unexpected demand; completing administrative work for the Deputy Headteacher Pastoral Care and Attitudes and Assistant Headteacher Behaviour and Attitudes; cover pastoral duties during staff absence; occasional cover for lessons.

-
1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
 2. To carry out any reasonable request made by the Headteacher or line manager.
 3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed (Post holder)

Date.....