

**JOB DESCRIPTION**

<b>Post Title: Pastoral Assistant – Welfare &amp; Attendance</b>		<b>Service/Workplace: Cramlington Learning Village Academy</b>		<b>Office Use</b>	
<b>Grade: Band 4</b>				<b>JE ref:</b>	
<b>Responsible to: Exams &amp; Office Manager / Attendance Manager</b>		<b>Date: July 2021</b>		<b>Manager Level:</b>	
<b>Job Purpose:</b> To work positively with the school’s pastoral managers <ol style="list-style-type: none"> <li>1. Raising standards in school by providing support to individual students and groups of students</li> <li>2. Removing barriers to learning by supporting students and parents</li> <li>3. Improving attendance and reducing exclusion</li> <li>4. To mentor individual students in order to support the learning process and improve attendance</li> </ol>					
<b>Resources</b>					
Staff					
Finance		Money Handling, Ordering, and small amounts of petty cash			
Physical		Office equipment accuracy and security of databases			
Clients		Internal: Senior Leadership Team, teachers, support staff, Governors and students External: Government Agencies and other External Agencies, parents, visitors and members of the public			
<b>Duties and key result areas:</b>  <b>Organisation</b> <ol style="list-style-type: none"> <li>1. To support the welfare of students</li> <li>2. To help prepare Individual Health Care Plans</li> <li>3. Monitor students with ongoing medical conditions including administration of medicine and organisation of immunisation</li> <li>4. To contact parents on the first day of student absence to ascertain reasons for absence</li> <li>5. To help students improve their attendance at school by supporting the work of the Attendance Manager</li> <li>6. To support with daily attendance spot checks</li> <li>7. To provide administrative support to the Attendance Manager and Learning Managers</li> <li>8. To assist students reintegrate after absence</li> <li>9. Primary contact for sick students including parental liaison</li> <li>10. Update and maintain electronic database records including the First Aid log</li> <li>11. Provide lists of students with IHCP for trips individual Health care plans</li> <li>12. Assist with the review of policies as required</li> <li>13. Contact feeder schools to identify medical requirements for incoming students</li> <li>14. Liaise with staff to ensure they are aware of students’ medical needs and can respond appropriately</li> <li>15. To act as lead first aider, providing effective First aid support to students and others.</li> <li>16. Cover reception and receive visitors where required</li> </ol>					

17. Provide reprographics support to colleagues
18. Monitor stock levels and order replacement stock as required including First Aid boxes
19. Assist with the development of less experienced colleagues as required
20. Assist with school trips/events including Challenge Wednesday

#### **Administration**

1. To attend meetings and training sessions when required
2. Record all latecomers and pass information on to tutors and Learning Managers and Attendance Manager
3. To check registers and inform parents of absence within all year groups
4. To give regular feedback to tutors and pastoral managers
5. To liaise with Learning Managers, tutors, Attendance Manager and home tutors and parents
6. To carry out truancy checks
7. Collate work for non-attenders
8. To contact parents to arrange interview times with Learning Managers on matters of truancy/attendance
9. To do other administration tasks as required
10. Store and record all daily medication administered to students
11. Meet and discuss medical/medication issues with parents
12. Work flexibly across the campus to provide administrative support as and when required.
13. To attend and support two external results days: August as directed by the Exams Manager.

#### **Resources**

1. To work with students and families who have been identified as having attendance concerns
2. Operate relevant equipment and ICT packages
3. Maintain retailing activity taking place in school e.g. uniform sales
4. Provide advice and guidance to staff, pupils and others
5. Undertake research and provide information to inform decisions
6. Assist with the marketing and promotion of the school

#### **Responsibility**

1. Assist students with individual attendance and punctuality targets
2. Monitoring and recording of attendance year 7 - 11
3. Administration of medicine on a daily basis
4. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR reporting all concerns to an appropriate person
5. Be aware of and support difference and ensure equal opportunities for all
6. Contribute to the overall ethos/work/aims of the school
7. Appreciate and support the role of other professionals
8. Attend and participate in relevant meetings as required
9. Participate in training and other learning activities and performance development as required

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Physical requirements:	Office and learning spaces based
Working patterns:	Normal hours but need to work 'out of hours' as necessary
Working conditions:	Normally indoors

**PERSON SPECIFICATION**

<b>Post Title:</b> Pastoral Assistant – Welfare & Attendance	<b>Service:</b> Cramlington Learning Village Academy	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
NVQ Qualification (Level 3) or experience in a relevant discipline Very good literacy and numeracy skills	First Aid Qualification	A
<b>Experience</b>		
Work with young people Experience of developing and managing administrative systems	Knowledge of the education system Teaching/Social work/Nursing background or one of the ‘caring’ professions	A, I, R
<b>Skills and competencies</b>		
ICT literate Good record keeping Ability to work with children and adults Ability to work as a team	How to motivate young people and raise self esteem	A, I, R
<b>Physical, mental and emotional demands</b>		
Some periods of concentrated mental attention and pressures from deadlines, interruptions or conflict.  Able to deal with emotional, physical and medical concerns and situations		A, R
<b>Other</b>		
Willingness to take and act on advice and learning development High expectations of oneself and of students A commitment to and interest in the wellbeing, support and achievement of students Energy and enthusiasm A belief in teamwork and co-operation with adults and students A willingness to challenge oneself to seek continuous improvement To be positive about the need for innovation and change Flexibility, imagination and resilience, reliability and integrity A positive attitude to school Self-awareness	Willingness to undertake professional development	A, I, R

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits