

Job Description for the Post of: **Pastoral Support Coordinator**

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Deputy Head (Pastoral).

Main Purpose of Job

To provide an effective and efficient administrative support service to the Pastoral Team including the Deputy Head (Pastoral), working in a varied and busy environment, prioritising work as needed to support the Team and their communications with colleagues, parents and stakeholders.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To provide an effective and efficient administrative support service to the Pastoral Team including the Deputy Head (Pastoral). This includes prioritising work effectively and meeting deadlines, dealing effectively with emails, in-person queries and phone-calls – transferring calls or taking messages as appropriate, drafting and sending individual and bulk letters, maintaining and updating the student database, using spreadsheets to produce lists/information/data – undertaking analysis as required, booking rooms, copying, filing and undertaking routine administrative procedures, and generally working with kindness, clarity and professionalism.
3. To support the suspension and exclusion process through the completion of timely administration paperwork and effective communication with the Pastoral Leads, the Leadership Team and stakeholders.
4. To support with sending pastoral letters and communications to parents, logging them on student files, proof reading to ensure accuracy and consistency, and communicating with the wider administration team.

5. To manage the administration and responsibilities of offsite directions and alternative provision placements, liaising with the Leadership Team, Pastoral Leads and key stakeholders.
6. To oversee the daily uniform checklists, collating data and logging the information.
7. To be the administrative point of contact for activities throughout the year, including the annual GCSE Presentation Evening.
8. To support the Pastoral Team with the administration of assemblies, eg producing certificates and adding data to PowerPoints.
9. To be the administrative point of contact for references for Sixth Form and for employer references for former students.
10. To maintain the confidential nature of information relating to the school, colleagues, students, parents and carers, and to ensure data protection regulations are complied with and maintained, storing necessary correspondence on CPOMS.
11. To understand the common practices and systems in use in the administrative and student offices and to work within this structure, and to be aware of the daily calendar of events of the school, eg the cover list, timetable/room changes and duty rotas, so that enquiries are responded to effectively and without unnecessary delay.
12. To be able to use the appropriate modules of the school's computerised management information system (SIMS), ClassCharts and other software, eg word processing, spreadsheets, databases, presentations, desktop-publishing, internet and email. To type documents and letters, including the inputting of data and using mail-merge where required.
13. To support a service-oriented 'can-do' approach and a culture of support within the wider administrative team.
14. To undertake training where necessary.
15. To undertake other duties as required and in line with the grade and responsibilities of the post.