

JOB DESCRIPTION

Post Title:	Pastoral & Attendance Administrator
Responsible to:	Assistant Headteacher i/c Steyne Site
Liaising with:	Headteacher, SLT, teaching & support staff, external agencies, parents/carers and students
Working Time:	37 hours per week, Term Time Only <i>Specific hours and lunch break agreements to be agreed with line manager.</i>
Salary Grade:	Single Status Grade 4

Purpose of the Role

To provide high-quality administrative and pastoral support that promotes excellent attendance, student wellbeing.

The post holder will work closely with students, parents, pastoral teams, safeguarding teams and external agencies to support student engagement, welfare and achievement while ensuring statutory and operational procedures are followed.

Specific Responsibilities

Attendance

1. Make first-day absence calls and follow up unexplained absences with parents and carers.
2. Monitor attendance daily and identify students requiring intervention.
3. Support Attendance Officer with attendance monitoring and record keeping.
4. Arrange attendance meetings with parents and carers
5. Prepare attendance reports and supporting documentation.
6. Record attendance interventions accurately on provision maps.
7. Support attendance panels and produce meeting notes where required.
8. Liaise with Heads of Year regarding attendance concerns.
9. Design and plan attendance reward initiatives

Pastoral Support

1. Provide administrative support for the year teams.
2. Arrange and attend pastoral meetings with parents and carers where appropriate.
3. Maintain accurate pastoral records on provision maps
4. Support reintegration meetings following extended absence or in year admissions.
5. Signpost families to appropriate support services.
6. Assist with behaviour and wellbeing admin.
7. Maintain confidentiality at all times
8. PCE and parental engagement activities – phone call follow up
9. Provide first aid to students and staff in accordance with school procedures and training when needed.
10. Maintain accurate first aid records.
11. Contact parents/carers regarding student illness or injury.

General

1. To oversee the Steyne Site reception area and undertake general duties appropriate to this aspect of the role
2. General administrative support for staff as required including admin support for school events
3. Monitor the Single Central Record (SCR) alongside the school's safeguarding team to ensure records remain accurate and up to date regarding visitors and volunteers.
4. To support at school events as required (working these on a time in lieu basis)

Other Specific Duties:

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To actively promote and adhere to the school's policies, promoting the safeguarding and welfare of children and young people

To continue own personal development and to engage actively in the appraisal process.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Employees are expected to adhere to the standard dress code presenting a professional image to students, parents, governors and the wider community

The school 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 for any employee who develops a disabling condition

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the School.

The School 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 for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Headteacher:..... Date:.....

Postholder:..... Date:.....