**POST: PASTORAL SUPPORT ADMINISTRATOR**

**SALARY: H4**

**HOURS: PART TIME – 32.5 HRS / WEEK (8.30am – 3.30pm)**

**TERM TIME ONLY + 5 DAYS**

**RESPONSIBLE TO: SENIOR PASTORAL SUPPORT WORKER**

**Job Outline**

Providing general administrative support to the college as directed by the Pastoral Team and working alongside students needing support.

**Job Description**

Attendance support

* Maintaining accurate records of attendance for specific students and pastoral support activities.
* Analysing attendance data to identify trends and patterns.
* Creating reports and presentations on attendance and pastoral support issues
* To produce reports in connection with attendance, as required.
* Manage the student absence forms in accordance with the attendance policy, ensuring accurate information is detailed prior to forwarding to the HT for approval.
* To produce data and reports on a weekly and ½ termly basis for each year group using IT systems
* To collate information with regards to the attendance of students who may be experiencing attendance difficulties in order to inform school, education welfare and parents/carers.
* To check key students are present and to work with them and their parents to improve their attendance.
* Checking students on a part time timetable are attending as agreed.
* Assist with welfare checks
* To work with identified individual and groups of students, using regular attendance checks and contact with parents/carers and students to improve levels of attendance.
* Providing support and guidance to students who are struggling with attendance or well-being.
* To check and remind any necessary staff to complete lesson registers – undertaking training where necessary.

Pastoral Team Support

* To provide administrative support for the team, making phone calls, arranging meetings, taking notes and recording pastoral information, making spreadsheets
* Attending relevant meetings and providing updates on attendance and pastoral support issues.
* Detention procedures
* Entering information onto different packages and keeping accurate records
* Preparing House student lists for tutors as appropriate
* Adding praise / points from House events to Satchel
* Supporting students in internal exclusion
* To participate in training and other learning activities and in performance management and development, as required by the college’s policies and practice.

**Other tasks as required**

* To occasionally undertake break and lunchtime supervision duties
* To occasionally cover admin and reception in the main office
* To occasionally invigilate exams
* To carry out any other tasks that could reasonably be delegated which are within your experience and ability
* Willingness to undertake a First Aid qualification would be an advantage

**General responsibilities**

* To build and maintain successful relationships with staff and students, treating them consistently with respect and consideration.
* To encourage and model positive behaviour in line with the college’s behaviour policy and demonstrate high expectations of work and behaviour.
* To work as part of a flexible and supportive team to further the ethos of the college
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
* To contribute to and support the overall aims and ethos of the college.

**Person Specification**

* A good standard of education
* An ability to build good working relationships with both students and adults
* Excellent written and spoken communication skills
* Strong administrative and ICT skills
* Ability to collate and manipulate data using Excel
* Ability to undertake research using the internet and other resources
* Ability to deal with day-to-day issues whilst working on longer term goals
* Ability to problem solve
* Good organisational skills
* Enjoy working with and have an interest in young people
* Ability to work with a minimum of supervision and within a team
* Ability to manage students in a classroom setting and deal with challenging behaviour

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

June 2025