



<b>JOB DESCRIPTION</b>	
Post Title:  Pastoral Co-ordinator	Grade:  Scale 5 Term Time + 1 (40 Weeks Per Year) 35 HPW
Department: Support Staff	Responsible to: Deputy Headteacher
Role Summary:  To ensure that the Primary Administration office are run in a smooth and efficient manner: <ul style="list-style-type: none"><li>• Promoting the vision and values of SPWF with all stakeholders including parents, visitors, the local and wider community.</li><li>• Operating a variety of administrative processes and procedures, developing them as necessary.</li><li>• Being flexible to meet rapidly changing priorities</li><li>• Dealing with internal and external queries in an efficient and effective manner.</li><li>• To provide and coordinate pastoral support for vulnerable children and their families to ensure they are able to fully access the provision available at SPWF.</li></ul>	

### **DUTIES & RESPONSIBILITIES**

1. To provide effective and efficient office support; managing concerns, issues and queries raised by parents/carer's external agencies and staff as required.
2. To ensure that all enquiries, as well as the taking and passing on of messages, are dealt with in strict confidentiality and that information is not disclosed to those persons who should not be made aware of such information.
3. To deal with queries and update enquirers as appropriate, taking the initiative to resolve queries where possible or to escalate to the appropriate staff member.
4. To co-ordinate arrangements for pastoral meetings and to greet and settle visitors on arrival to the School, ensuring visitors are welcomed in a professional, polite and friendly manner whilst adhering to the school's safeguarding policy at all times.
5. To draft pastoral correspondence e.g. with external professions such as the school nurse, educational psychologist
6. To carry out any photocopying, word-processing, completing of forms.
7. To design and maintain accurate and confidential filing and record keeping of systems.
8. To set up rooms, provide refreshments, attend and minute internal school meetings as required.
9. a) To arrange refreshments for visitors, events and meetings as required.  
b) To return meeting areas to original state following meetings and contribute to the upkeep of these spaces and rooms.
10. To keep accurate records pertaining to children and families and to collect and collate information as directed and maintain databases as necessary. Where appropriate, devise new recording systems for information.
11. To be a flexible member of the greater Administration Team, supporting other office staff as required.
12. To be responsible support where needed ordering stock and curriculum items using the school's financial management system and published ordering processes.



13. To undertake a variety of administrative duties, including basic admin support for the wider SLT.
14. Contribute to the mentoring and support of students, acting as a role model, in an appropriate capacity.
- a) To be a fully qualified First Aider or be willing to undertake such training.
  - a. Provide first aid to members of the school community
  - b. Monitor and administer medications in line with statutory guidance and school policy
  - c. Complete accurate records for first aid and administration of medication (using Medical Tracker).
  - d. Monitor and maintain stocks of first aid materials.
  - e. Monitor individual health care plans, including for new pupils.
  - f. Provide day-to-day supervision of first aiders.
15. To use information technology to maintain computer systems relating to pupil data and any other information systems, including information management systems and financial management systems.
16. To undertake general pastoral office duties including filing, photocopying and collating documents.
17. To cover Reception as required and provide support to the administrator on reception if they need assistance with challenges.
18. To ensure that front line pastoral enquiries from staff, parents, pupils and visitors, whether in person, by telephone, fax or email are dealt with, including resolving enquiries where possible or deciding it is appropriate to pass on complaints to the appropriate member of staff.
19. To ensure that messages are passed on and suitable records maintained of such enquiries, events, messages and appointments.
20. To ensure visitors to the school are welcomed in a professional, polite and friendly manner and adhere to the school's security/Safeguarding policy (e.g. visitors badges, signing in/out etc).
21. To input attendance data for students and maintain accurate records.
  - a) Monitor attendance and punctuality for all pupils in the Foundation School using SIMS.
  - b) Communicate with parents in writing and through meetings regarding their children's attendance and punctuality.
  - c) Ensure the maintenance of accurate records relating to attendance and punctuality
  - d) Liaise with outside agencies to identify appropriate support to signpost or refer parents to.
  - e) Support the Senior Leadership Team in communication with parents to foster a positive partnership between home and school.
22. To be a flexible member of the Team, covering colleagues' duties and working flexibly across all school admin teams when required.
23. To provide admin support for specific projects.
24. To attend Team and Staff Meetings as required.
25. Ensuring that all duties and responsibilities are discharged in accordance with the School's Health & Safety at Work Policy.
26. Complying with the School's Equal Opportunities, Child Protection, Confidentiality, Security and other policies, assisting with their development and promotion within the School, reporting all concerns to an appropriate person.
27. Undertaking additional duties and responsibilities that may arise from time to time, commensurate with the scope and grade of the post.

The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.



# St Paul's Way

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## Foundation

The post-holder may be required to work outside of normal school hours on occasions. (E.g. to attend and/or minute staff meetings/school events). Time off in lieu will be given.



**PERSON SPECIFICATION**

The following details are the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Attributes	E= Essential D= Desirable	<b>Evidence</b> A= Application I = Interview O= Observation
<b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>GCSEs Maths and English grade C or above, or equivalent</li> <li>Recent experience with Primary-age pupils</li> </ul>	E E	A A
<b>Professional Knowledge and Experience</b> Experience of: <ul style="list-style-type: none"> <li>Working both as a team member</li> <li>Working with outside agencies</li> <li>Raising achievement for all pupils</li> </ul> The ability to: <ul style="list-style-type: none"> <li>Identify pupil and family needs and act upon</li> <li>Effectively manage pupil's behaviour in a positive manner with consistent, clear boundaries following the school's behaviour management policy</li> <li>Communicate both verbally and in writing to a range of audiences</li> <li>Make professional use of ICT</li> </ul>	E E E  E E E E	A / I A A / I  A A A/I A
<b>Personal Characteristics</b> <ul style="list-style-type: none"> <li>Well organised, calm and positive</li> <li>Effective team member</li> <li>Ability to work on own initiative and be flexible in approach</li> <li>Have high expectations of all pupils, staff and self</li> </ul>	E E E E	I A / I A / I A / I / O
<b>Commitment</b> <i>Demonstrate a commitment to:</i> <ul style="list-style-type: none"> <li>Promoting parental and local community involvement</li> <li>Working as part of a team with teaching and support staff</li> <li>Furthering your own professional development</li> <li>Promoting and safeguarding the welfare of children and young people within the school</li> </ul>	E E E E	A A / I A I

All experience should be recent. The appointment and interview process will be value-based to ensure the successful candidate's values and attitudes are in line with those at St Paul's Way Trust School. Issues relating to safeguarding and promoting the welfare of all children will also be thoroughly explored.

