

**Job description - Pastoral Assistant in charge of KS4 and Attendance Officer**

**Salary Range-**Scale E, Point 4, (£18,426 per annum pro rata), rising by increments to Point 8

**Hours Per Week** - 37, term time only, plus one week to include INSET days

**Responsible to:** Assistant Headteacher in charge of Pastoral Care

**Job Purpose:** To assist the Heads of Year with pastoral matters and enable students to maximise their achievements across the spectrum of school life by providing a frontline service to students and parents. To be responsible for attendance for Years 7-11.

**General Information**

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here as directed by the Headteacher.

The job description is not necessarily a comprehensive definition of the post; it may be subject to modification or amendment at any time after consultation with the holder of the post.

**Whole School Responsibilities are:**

- To organise parents' meetings- send out letters, arrange seating, inform parents of absent staff;
- To maintain and retrieve student files;
- To issue exeats;
- To transfer files to new schools;
- To support the successful induction of the new mid-term students.

**Pastoral Assistant**

- To work under the direction of the Heads of Year (HOYS) and support them in ensuring the welfare of all students in a Key stage;
- To keep the HOYS in the Key Stage updated daily via email and face to face discussions on the work with the students and their parents;
- To be a point of contact with parents/ outside agencies regarding students in the year;
- To be Level 1 Safeguarding trained and to follow all procedures as outlined in our school safeguarding policies under the direction of the HOY/ DSL;
- To make contact with parents as directed by the HOY;
- To make contact with students as directed by the HOYs about whom there are concerns and hold 1:1 meetings to listen to their issues;
- To report all issues to the HOYs or, in urgent cases where they are not available, to the Assistant Head i/c Pastoral care/ DSL/ or the Headteacher only and not to discuss the students' issues with any other parties;
- To attend meetings/conferences relating to student welfare and support;
- To support new students to integrate into the school and existing students to reintegrate and catch up after absence;
- To carry out administrative tasks for the HOY- meeting minutes, filing, drafting letters, form filling etc.
- To ensure that health and safety procedures are followed effectively and consistently;
- To be first aid trained (school will ensure this training takes place) and provide first aid as required;
- To engage in appropriate training for the role.

**Attendance Officer**

- To process and record absence and late letters;
- To provide AH and HOYS with weekly lists of unexplained absences;
- To keep HOYs informed of all attendance issues;
- To prepare letters on absence/lateness to parents/carers as directed by the HOYs.