



Job Outline

Pastoral Administration Assistant

Responsible to: Assistant Headteacher
Salary Grade: LGS Scale 3
Full Time: 32.5 hours per week , 38 weeks per year plus 2 INSET days)
(8.00am–3.30pm 4 days a week and 8.00am-12.30pm 1 day a week)

Colne Community School is an expanding school with a dedicated Pastoral Team, looking after the students' physical and mental wellbeing throughout their time at The Colne. We are looking to recruit a conscientious and caring Pastoral Administration Assistant to provide the Pastoral Team with administrative support.

Job Purpose

- To provide administrative support to the Pastoral Team

Core Requirements

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics and in particular will:

- Inspire trust and confidence in students and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and

safer working practice across our schools.

Key Responsibilities

- Recording sanctions and attendance on both ClassCharts and Arbor to produce behavioural reports for staff.
- Producing sanction letters; IRR and off site alternative provision providers. Email daily updates to staff.
- Update student tracker report as required.
- Support and monitor students in the Internal Reflection Room
- Update and resource reflection work for students in the Internal Reflection Room.
- Organising and liaising with other schools and tutors for off-site external reflection.
- Producing reports from Arbor and ClassCharts for other colleagues and collating data as required.
- Monitoring and maintaining the SLT call out system and logging against student records.
- Rewards - maintaining supplies, logging against student records on Arbor and ClassCharts.
- Ordering uniforms and giving it to students when required.
- Collect students who may need support during lessons.
- Admin support for the Pastoral Team.
- Monitoring and maintaining the pastoral logs.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence Policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the local governing committee to carry out appropriate duties within the context of the job, skills and grade.

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