



JOB DESCRIPTION

Administrative Support Assistant - Pastoral

Grade

Grade 4, SCP 7 to 11

Purpose

To provide effective administrative support to the Pastoral Team, including the Behaviour Team and Heads of Year, supporting behaviour management processes and procedures, liaison with parents and external agencies, Alternative Provision administration and the effective pastoral care of students.

Staff Responsibilities

No line management responsibility. No staff group responsibility.

Deployment

Fixed-site, with occasional support to other Maiden Erlegh Trust schools.

Financial Accountability

No budgetary responsibility.

Key accountabilities

- Teaching and Learning: provide effective pastoral administration that supports students to access appropriate pastoral provision and appointments.
- Assessment: maintain accurate pastoral records, coordinate Alternative Provision recording and monitoring, produce regular pastoral performance data and identify emerging trends.
- Behaviour Management and Student Wellbeing: provide administrative support to the Pastoral Manager, Heads of Year, Behaviour Team and Senior Leadership Team in relation to behaviour management processes and procedures.



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- Pastoral and Inclusion: support referrals to external agencies, maintain pastoral and safeguarding documentation and liaise with parents and external agencies in support of students' pastoral care.
- Trust Culture: work collaboratively with the administration and pastoral teams, maintain professional relationships and uphold confidentiality and data protection requirements.
- Other: provide daily cover to Student Services, meet First Aid requirements and undertake other duties that reasonably fall within the scope of the post.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Support students in getting to their appointments, ensuring they can access planned pastoral support to help minimise barriers to their engagement in learning.
- Provide daily cover to Student Services, supporting the effective delivery of services available to students.

Assessment

- Coordinate the Alternative Provision recording and monitoring process.
- Produce regular pastoral performance data for senior leaders.
- Identify trends from pastoral data and escalate emerging issues.



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Behaviour Management and Student Wellbeing

- Provide administrative support to the Pastoral Manager, Heads of Year, Behaviour Team and Senior Leadership Team in relation to behaviour management processes and procedures to support consistent and timely responses to student behaviour and wellbeing needs.
- Be First Aid trained, or be prepared to undertake First Aid training, and deal with First Aid requirements.

Pastoral and Inclusion

- Provide administrative support for referrals to external agencies, ensuring detailed and accurate records are maintained and regularly updated.
- Monitor and support the administration of Alternative Provision.
- Liaise with parents and external agencies in support of the pastoral care of students.
- Maintain and monitor pastoral and safeguarding documentation appropriately, ensuring records are accurately stored and filed.
- Attend meetings as required, maintain professional relationships and undertake necessary follow-up actions.

Trust Culture

- Work collaboratively with the administration team.
- Model best practice and uphold the principles of confidentiality and data protection at all times.

Other

- Undertake any other duties that reasonably fall within the purview of the post and which may be allocated following consultation with the postholder.

Other requirements and responsibilities

- Enhanced DBS clearance is required.
- The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary, this will be done in consultation with the postholder.
- Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupils/students and colleagues, and supporting everyone to reach their full potential. All



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employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. Employment with the Trust constitutes regulated activity, all posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.