



## **Pastoral Support Administrator**

### **Job description**

Blessed Edward Oldcorne Catholic College is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

<b>Scale:</b>	<b>3, point 5 - 6</b>
<b>Actual salary:</b>	<b>£21487 - £22312</b>
<b>Hours:</b>	<b>37 hours per week, (Mon - Fri), term time only plus 2 training days</b>
<b>Responsible to:</b>	<b>Heads of Year and Assistant Headteacher for Behaviour and Attitudes</b>

### **Main purpose**

We are looking to appoint a highly motivated and dedicated professional to promote and support a positive and inclusive culture throughout the college, removing barriers to learning and participation. The Pastoral Support Administrator's role will involve working closely with the pastoral team in the college to ensure that all students are cared for.

### **Duties and Responsibilities:**

- Uphold, promote and support the Catholic ethos and values of the college
- Support the vision and policies of the college, which secure effective teaching, successful learning, and promote high levels of achievement for all students
- Support the pastoral team in dealing with parents, stakeholders and incidents
- Support the Attendance Officer when required
- Ensure that high expectations are met or exceeded by pupils placed in your care, through enforcing a clear behavioural code and modelling best practice at all times
- Establish good working relationships with students and staff
- Have a school overview of detention data and liaise with parents regarding detentions
- Use and create data from a variety of sources to assist successful identification, intervention and reporting for key students and whole cohorts
- Complete a wide variety of tasks that involve administration that is not exhaustive
- Show a commitment to understanding and supporting the Restorative Justice approaches used in the college
- To promote and maintain the college's commitment to safeguarding children
- Undertake other reasonable professional duties as determined by the Headteacher/ Governors in relation to the inclusive vision of the college

**Notes**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Signed: .....

Date: .....