



Pastoral Support and Administration Assistant

Grade 4 (£18,788 p.a. 32.5hrs)

Hours: 32.5 hours per week and 39 weeks per year

- + Pension Scheme,
- + Employee Assistance Programme,
- + Additional Brine Leas School Benefits,
- + Priority admission for children of staff,
- + Comprehensive induction programme

Application details can be accessed from www.brineleas.co.uk

For a confidential discussion about this post with the Headteacher, more information or to arrange a visit, please contact the school on 01270 625663 or head@brineleas.co.uk

See below for links to :
Job Description / Personal Description / School Prospectus



Brine Leas School An Academy

Trust, Respect, Optimism,
Courage, Resilience,
Inclusion and Equality

Job Purpose

Monitoring and reporting of behaviour data to key members of the pastoral team and the wider school to enable access to learning, contributing to the development and maintenance of a purposeful, nurturing learning environment and also provide a professional, confidential administrative support service to assist the work of the Pastoral and Learning Support Teams within the whole school, including:

- Maintain a log of student behaviour and achievements in Bromcom, producing reports as required.
- Produce and share behaviour reports on a regular basis and signposting key staff with patterns and concerns highlighted by the data.
- Produce and share positive behaviour reports on a regular basis.
- Daily service of school/pastoral administration, ensuring the smooth and effective use of communication systems within area of responsibility.
- A good telephone manner and professional image.
- Good organisational and interpersonal skills which indicate a warm, efficient and hospitable manner to all.
- Excellent listening and communication skills and sensitivity in complex situations.
- Treating all information and knowledge as strictly confidential.

School experience is desirable but not essential for this post.



Main Areas of Responsibility

- Provide a confidential administration service to the Pastoral Team under the direction of the Admin Manager.
- Daily management and scheduling of Detentions, including communications with parents and carers.
- To support teaching and learning by responding to classroom call outs by contacting key staff including pastoral coordinators, pastoral leaders and members of SLT. Ensure they are provided with the required information and then updating recording systems.
- Provide pastoral support for children who need it by producing behaviour data reports on a regular basis and raise concerns with the wider team to ensure children and families are supported and signposted effectively.
- To raise any safeguarding concerns immediately in line with school procedures with the safeguarding team.
- Assist the Attendance team with the school's daily attendance and truancy system, reporting any absence issues according to school procedures as required.

Additional Responsibilities

- To attend relevant meetings as required.
- To contribute to the school's Improvement Plan and its implementation.
- To undertake such other duties as may be required, commensurate with the level of responsibility of the post, in any location within the school site/s and in accordance with the School's Flexibility Policy.



Other responsibilities within the role

- To engage actively in the performance review process, addressing appraisal objectives set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend school events such as open evenings.
- To actively promote the School and Trust corporate policies.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DFE Guidance 'Keeping Children Safe in Education' and the school's Child Protection policy.
- To be aware of and to comply with all school and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



Employees must comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

The job-holder will ensure that school policies are reflected in their work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding Children

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

IMPORTANT: THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation Act relating to the non-disclosure of spent convictions do not apply to this job, **you must, therefore, disclose whether you have any previous convictions at the point of application for this post.**

If successful, you will also be required to apply for a Disclosure and Barring service check (DBS). The level of check required for this job is an Enhanced disclosure. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School's privacy statement.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature Date

Print Name

Person Specification

| Attributes | Description | Desirable |
|---|---|---|
| Qualifications, Knowledge & Training | <ul style="list-style-type: none"> • English and Maths GCSE, or equivalent, at grade 4 or above. • Advanced IT skills with experience of Microsoft Office 365 | <ul style="list-style-type: none"> • Previous experience working in a similar role in a school. • Evidence of continuing professional development |
| Personal Skills, Abilities & Qualities | <ul style="list-style-type: none"> • Good literacy and numeracy skills • Good interpersonal and communication skills • Adherence to confidentiality • Good organisational and planning skills, including prioritising tasks • Experience of working with a range of stakeholders • Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities • Ability to work using own initiative, exercising good judgement where unsupervised • Flexibility of approach to work • Ability to contribute to the maintenance of accurate work records and inventories • Good judgement | <ul style="list-style-type: none"> • Experience of accurate minute taking in a formal setting. • First Aid certificate (training can be provided) |
| School Ethos | <ul style="list-style-type: none"> • Enthusiasm for and commitment to the achievement of the School/ MAT's overall vision for success at all levels. • Ability to build and sustain professional standards and personal boundaries with children and young people. • Emotional maturity and resilience in working in a dynamic environment • Empathy with the aims and objectives of Brine MAT. • Willingness to continue professional development. • Commitment to maintaining high standards and expectations. • Commitment to contributing to school life as a whole. • Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students. | |

Thank you for your interest in our school. We look forward to receiving your application. If you think a career with us is right for you, discover more at:
www.brineleas.co.uk