

The Bemrose School

Pastoral & Admissions Assistant: Care & Guidance

Job Description

Weekly hours 37

Weeks p.a. 41 (inc two weeks in the summer holidays)

Scale 5 (SCP 14 to 17) £26,325 to £27,645

Lunch break A flexible lunch break between 20 minutes and 1 hour negotiated with line manager

Managed by DSL

Job Description

1. To provide pastoral and administrative support relating to all pupils as needed.
2. To monitor & liaise on attendance and punctuality, working with the Attendance Officer as appropriate.
3. To support with the detention system.
4. Collate paperwork involved in the school's behaviour systems.
5. To support with family engagement and make home visits when appropriate.
6. To support with School Health activities in school.
7. To support with the in-year admission process providing a rigorous induction morning for all new starters and providing information on all new starters to staff as necessary.
8. To assist with break and lunchtime pastoral issues and duties as directed.
9. To support with the Summer School programme.
10. To act in accordance with school policies and procedures and relevant legislation particularly, in relation to safeguarding and behaviour management.
11. To follow up on a daily basis those pupils who are sent to the Behaviour Support room.
12. To maintain and develop good working relationships with parents and carers, liaising with parents as appropriate and necessary.
13. To give general support to school activities including, Parent Events, Target Setting Days, Transition days, INSET days as appropriate and other activities.
14. To promote and publicise the house and pastoral system and keep the team up-to-date with relevant information.
15. To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
16. To act in accordance with school policies and procedures and relevant legislation particularly, in relation to safeguarding and behaviour management.
17. To work as part of a flexible and supportive Inclusion Team to promote the positive ethos of the school across the Inclusion strands.
18. To undertake relevant training to enhance personal development, and to use the knowledge to benefit the school.
19. Carry out any other duties as required that are relevant to the remuneration of the post as directed by the Executive Headteacher and Head of school.