

Job Description

Job Title	PASTORAL AND ADMINISTRATION ASSISTANT
Reports to	Associate Vice Principal. Associate Principals, Executive Principal
Liaison with	SLT, Teaching Staff, Support Staff, students and parents
Job Purpose	To provide administrative and practical assistance in promoting student wellbeing in order to improve learning, in conjunction with Form Tutors, subject teachers, Heads of Department and the SENCO as appropriate.
Duties	- To support and assist the Year Leaders, Associate Principals and other senior staff with pastoral matters as appropriate. - To organise and support the running of events e.g. Parent Consultation Evenings, educational trips and visits etc. - To attend and contribute to Parent Information Meetings. - To provide support during the examination sessions and Results Days. - To attend pastoral team meetings and taking SMART minutes for distribution to SLT and meeting attendees via the Office - To assist with daily monitoring of uniform, attendance and punctuality and to follow up issues. - To assist the Pastoral Leaders in conducting investigations into student behaviour issues and/or issues concerning students. - To support the Year Leaders with the analysis of the attendance and punctuality data and to support the implementation of appropriate strategies for improvement. - To arrange meetings with parents, attend and taking SMART minutes as appropriate. - To liaise with parents keeping them updated of ongoing issues and offering options for parental support when needed. - To assist with before, after school, break, lunch time and study support supervisory duties and registers as necessary. - To respond to individual students' needs by implementing a range of strategies including access to basic counselling and weekly 1-1 pastoral check ins. - To attend weekly meetings with MHST, complete subsequent referrals, maintain appointment spreadsheet - To liaise with YES counsellor to discuss potential referrals, create referrals and update/maintain appointment spreadsheet - To ensure that Child Protection and Safeguarding matters are added to CPOMS in a timely manner and passed to the Designated Safeguarding Lead/Deputies in accordance with statutory and school policy. - To liaise with outside agencies as necessary e.g. Counsellors, Essex Social Care, MECES, CAMHS, EWMHS, The Attendance Team, Health Care professionals e.g. School Nurse. - To liaise with the SENCo as appropriate. - To provide assistance/support for students with additional needs - To complete the day to day administrative tasks including maintaining SIMs records relating to student behaviour/ sanctions/rewards and filing. - Ensure students behaviour is in line with our behaviour policy and will support students who have been bullied or those who are exhibiting unacceptable behaviours. - To aid transition of students between key stages and transfer of data. - To assist with the organisation and preparation of Form Tutor, PSHCE and careers resources and liaise with potential external speakers.

The duties of the post may be varied to meet changed circumstances in a manner compatible with the post held. This job description does not form part of the contract of employment. It describes the way the postholder should perform and complete the particular duties set out above.

Reviewed September 2025

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment NVQ Level 3 in learning support/early years or equivalent qualification/experience desirable
	Knowledge of relevant policies and procedures	Knowledge of First Aid Good knowledge of appropriate procedures, regulations and guidance.
	Literacy	Minimum Grade C GCSE English
	Numeracy	Minimum Grade C GCSE Maths
	Technology	Good working knowledge of Microsoft Software, especially Word and Excel. Working knowledge of SIMS
Communication	Written	Ability to write detailed reports, complete returns and write complex letters
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to consult with colleagues and negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Successful completion of training to support SEN if appropriate Ability to demonstrate effective strategies to achieve inclusion of pupils at risk of social exclusion
	Curriculum	Good understanding of the school organisation, timetable and learning and pastoral support systems
	Child Development	Good understanding of child development and pastoral issues such as student welfare and transition
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting students and their families. Ability to work with parents to improve support for students
	Relationships	Ability to establish rapport and respectful and trusting relationships with students, their families and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information

Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively Ability to meet deadlines
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection/Safeguarding	Good understanding and effective implementation of Child Protection and Safeguarding Policies and Procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance