

# Job Description

<b>Title:</b> <b>PA to Deputy Headteacher:</b> <b>Pastoral Care &amp; Safeguarding</b>	<b>Hours:</b> <b>Full time, Term time + 5 days</b>
<b>Reporting to:</b> <b>Deputy Headteacher:</b> <b>Pastoral Care &amp; Safeguarding</b>	<b>Salary Scale:</b> <b>Grade 3 Points 6-11</b> <b>(Revised NJC Pay Scale)</b> <b>Actual Salary: £16,325 - £18,023</b>

## Generic Principle Responsibilities:

- Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
- Provide an education for the whole child and fostering in and through a Catholic atmosphere those qualities which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.

## Principle Purpose

- To provide administrative support to the Deputy Headteacher for Pastoral Care & Safeguarding, and to support the performance of the College's administrative systems that fall under their remit.

## Principle responsibilities of the post:

- Provide efficient and personal assistance to the Deputy Headteacher: Pastoral Care & Safeguarding on a day to day basis; this may include organisation of the diary; preparation, checking and circulation of documents; liaising with colleagues as appropriate on behalf of the Deputy Headteacher; etc.
- Assisting in the maintenance of computerised school records and updating student information as required.
- Compilation of reports and returns using a database system when required.
- Assisting with administrative work associated with the organisation of events when required.
- Be responsible for the management and sending of electronic messages to parents, other than attendance, as directed.
- Undertake pupil welfare duties and administering first aid as necessary and liaising with parents/staff in accordance with school procedures

## Day to Day Responsibilities specific to this post:

- To prepare documentation for parental meetings.
- To record minutes of parental meetings for example following a period of fixed term exclusion.
- To assist the construction, administration, monitoring of duty rotas that apply to staff before and after college, breaks and lunchtimes.
- To collate and present information for publication in the weekly staff bulletin on Yammer.
- To support the administration of the after-college detention system including rotas, staff, student and parent communication processes.
- Create monitoring systems for managing the Escalation of Response in line with the college BfL policy.
- Support the planning of routine events such as Continuous Professional Learning and Parental Engagement activities.
- Respond to routine e-mail and telephone enquiries.
- Type up minutes and actions of a range of Line Management Meetings.

## **STANDARD DUTIES**

- To actively promote the equalities and diversity agenda in the workplace and in-service delivery.
- To be familiar with customer care and Health and Safety policies of the school.
- To improve one's own practice through the College's appraisal process, and through training, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others.
- To keep abreast of current developments in one's own area, networking with colleagues and professional associations.
- To attend and participate in meetings within the school as required.
- To contribute to the overall work and ethos of the school and contribute to the promotion of the school through marketing e.g. open evenings and media publications
- To support the work of the College's Administration team where required, in agreement with the Office Manager
- To work flexibly and undertake other duties of an equivalent nature that may be required by the Headteacher.
- To be a qualified First Aider if required.