

JOB DESCRIPTION

Post Title: Pastoral Assistant Attendance	Director/Division Cramlington Learning Village Academy		Office Use
Grade: Band 4	Service/Workplace: Cramlington Learning Village Academy		JE ref:
Responsible to: Exams, Cover & Office Manager / Attendance Manager	Date: July 2016	Manager Level:	
<p>Job Purpose: To work positively with the school's pastoral managers</p> <ol style="list-style-type: none"> 1. Raising standards in school by providing support to individual students and groups of students 2. Removing barriers to learning by supporting students and parents 3. Improving attendance and reducing exclusion 4. To mentor individual students in order to support the learning process and improve attendance 			
Resources	Staff		
	Finance	Money Handling, Ordering, and small amounts of petty cash	
	Physical	Office equipment accuracy and security of databases	
	Clients	Internal: Senior Leadership Team, teachers, support staff, Governors and students External: Government Agencies and other External Agencies, parents, visitors and members of the public	
<p>Duties and key result areas:</p> <p>Organisation</p> <ol style="list-style-type: none"> 1. To contact parents on the first day of student absence to ascertain reasons for absence 2. To help students improve their attendance at school by supporting the work of the Attendance Manager 3. To do daily attendance spot checks 4. To provide administrative support to the Attendance Manager and Learning Managers 5. To assist students reintegrate after absence 6. Primary contact for sick students including parental liaison 7. Update and maintain electronic database records 8. Monitor students with ongoing medical conditions including administration of medicine and organisation of immunisation 9. Cover reception and receive visitors where required 10. Provide reprographics support to colleagues 11. Monitor stock levels and order replacement stock as required including First Aid boxes 12. Assist with the development of less experienced colleagues as required 13. Assist with school trips/events including Challenge Wednesday 14. Handle money and conciliate petty cash <p>Administration</p> <ol style="list-style-type: none"> 1. To attend meetings and training sessions when required 2. Record all latecomers and pass information on to tutors and Learning Managers and Attendance Manager 3. To check registers and inform parents of absence within all year groups 4. To give regular feedback to tutors and pastoral managers 5. To liaise with Learning Managers, tutors, Attendance Manager and home tutors and parents 6. To carry out truancy checks 7. Collate work for non attenders 			

8. To contact parents to arrange interview times with Learning Managers on matters of truancy/attendance
9. To do other administration tasks as required
10. Store and record all daily medication administered to students
11. Meet and discuss medical/medication issues with parents
12. Work flexibly across the campus to provide administrative support as and when required.
13. To attend and support two external results days: August as directed by the Exams Manager.

Resources

1. To work with students and families who have been identified as having attendance concerns
2. Operate relevant equipment and ICT packages
3. Maintain retailing activity taking place in school e.g. uniform sales
4. Provide advice and guidance to staff, pupils and others
5. Undertake research and provide information to inform decisions
6. Assist with the marketing and promotion of the school

Responsibility

1. Assist students with individual attendance and punctuality targets
2. Monitoring and recording of attendance year 7 - 11
3. Administration of medicine on a daily basis
4. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR reporting all concerns to an appropriate person
5. Be aware of and support difference and ensure equal opportunities for all
6. Contribute to the overall ethos/work/aims of the school
7. Appreciate and support the role of other professionals
8. Attend and participate in relevant meetings as required
9. Participate in training and other learning activities and performance development as required

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Office and learning spaces based
Working patterns:	Normal hours but need to also work 'out of hours' as necessary
Working conditions:	Normally indoors