

SIR ROGER MANWOOD'S SCHOOL: LOWER SCHOOL PASTORAL ADMINISTRATOR

SALARY	Kent Range 5
WORKING TIME	37 hours per week, 39 weeks per year

JOB DESCRIPTION

- To support and raise attendance and achievement through the development of a support structure which underpins teaching and learning
- To assist in the pastoral support of KS3 students to enable them to achieve their full potential
- To assist the Head of KS3 and the Deputy Head KS3
- To be responsible for the care and welfare of KS3 students and assist with KS4 if the need arises
- To support the behaviour policy within the school
- To communicate directly with families to ensure an effective school/home partnership
- To liaise with multi agency groups where appropriate
- To implement the school's dress code
- To support students with behavioural and emotional difficulties
- To ensure that all student records are kept up to date and that relevant information is disseminated to appropriate staff to enable suitable monitoring of student progress
- To ensure appropriate arrangements are made for students who are unwell during the year to enable them to keep up to date with their work
- To support in-school events
- To assist in the follow-up to assessments and reports
- To assist in the coordination and running of parents' evenings
- To liaise with the Attendance Officer and Data Manager
- To assist in the coordination of Year 7 Induction
- To assist in the organisation of the Year 7 Welcome Evening
- To undertake any other appropriate tasks as need arises and directed

This is guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Headteacher. Furthermore, the job description may be revised by the Headteacher from time to time, as the needs of the School develop or in response to changing initiatives and legislation.