

## SIR ROGER MANWOOD'S SCHOOL: PASTORAL AND SAFEGUARDING ADMINISTRATOR

<b>SALARY</b>	Kent Range 5
<b>WORKING TIME</b>	37 hours per week, 39 weeks per year
<b>JOB DESCRIPTION</b> <ul style="list-style-type: none"><li>• To support and raise attendance and achievement through the development of a support structure which underpins teaching and learning</li><li>• To liaise with the Admissions &amp; Attendance Officer, the Data Manager, the Safeguarding Manager, the SENCO, the Heads and Deputy Heads of Lower &amp; Upper School and Sixth Form, the Senior Leadership Team</li><li>• To assist in the pastoral support and safeguarding of students to enable them to achieve their full potential</li><li>• To be responsible for the care and welfare of students</li><li>• To support the Behaviour Policy within the school</li><li>• To communicate directly with families to ensure an effective school/home partnership</li><li>• To liaise with multi agency groups where appropriate</li><li>• To implement the school's uniform</li><li>• To support students with behavioural and emotional difficulties</li><li>• 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</li><li>• To ensure appropriate arrangements are made for students who are unwell to enable them to keep up to date with their work</li><li>• To support in-school events</li><li>• To assist in the follow-up to assessments and reports</li><li>• To assist in the coordination and running of parents' evenings, and other events when required</li><li>• To assist in the induction of new students</li><li>• To undertake any other appropriate tasks as the need arises and as directed</li></ul> <p>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.</p>	