

PASTORAL SUPPORT AND SLT ADMINISTRATOR
JOB DESCRIPTION

Part-time: 14 hours per week, term time plus INSET days (40 weeks per year)

Tuesday and Wednesday 8.30 to 1.00

Thursday 8.30 to 1.30

Salary: Band 2(M) Point 11-14

Job Description:

To be a member of the school's Pupil Support & Guidance Team and to assist with the day to day running of the PSGT; to provide administrative assistance and support to the SLT; to provide cover for the office reception and switchboard as required, and to assist with First Aid and lesson supervision as required.

Main Duties/responsibilities:

1. To assist with the running of the PSGT and support PSGT Meetings and Minute Taking
2. To assist the SLT as necessary including support for school based training events
3. To organise and administer the school photographs
4. To organise and administer the school lockers
5. To organise and administer the school Citizencards*
6. To administer C2C Smartcard Travel Discount Card for students (16+)
7. To produce the Assembly Rota every half term
8. To administer student leaver references
9. To deal with phone calls, making appointments and minute parent meetings as necessary
10. To assist the organisation of the school's Immunisation schedules
11. Sending letters home to parents
12. Putting notes in Registers as necessary
13. Filing for Deputy Headteacher
14. To attend First Aid Training and administer First Aid to pupils and staff as required
15. To attend relevant training and take responsibility for own development
16. To maintain log of attendees for all Safeguarding Training, Prevent, Child Protection Training
17. You may be asked to work up to 3 Saturdays in any one year

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the school at the reasonable discretion of the Headteacher at any time.

This is a Regulated Post and postholders will need to complete an enhanced DBS disclosure.

It is Westcliff High School for Girls' policy that all support staff should have the role of Lesson Supervisor as and when required; this is an additional area added to the job description and there will be additional payment for this work if the hourly rate for your normal job is less than that of a Lesson Supervisor.

Main duties and responsibilities:

- To supervise whole classes during the short-term absence of teachers and to give instructions for the lesson as provided by a teacher.

- To maintain good order, acting as a role model, setting high standards of conduct and behaviour, dealing promptly with conflict and incidents in line with established policy, reporting all concerns to an appropriate person.
- To keep pupils on task and respond to general enquiries.
- To provide general feedback to teachers.
- To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.

Signed:

Date:

10 May 2017

*Citizencards not administered this academic year