

Job Title: Pastoral & Welfare Assistant

Grade: 5 dependant on experience (£20,370 - £20,712 pro rata - £13,763 - £13,994 actual salary based on 25 hours)

plus Crawley weighting and First Aid Allowances

Accountable to: Assistant Principal – Pastoral Support

Hours: 25 hours per week, Term time only role

Purpose

To organise, compile, submit, and monitor referrals their systems and procedures as part of an administrative and operational hub that supports the school's welfare and pastoral team. To provide a First Aid service for students ensuring their medical needs are catered for and to oversee the running of the Medical Room. You will be expected to discharge the school's duty of care and safeguarding responsibilities to ensure the well-being of all students. Additional pastoral duties may also be required.

Key Accountabilities

The specific accountabilities of this flexible role may alter from time to time in order to meet the needs of the school, but accountabilities will include (or be equivalent in nature to) those listed below:

- Provide a service in, and support the running of, the school Medical Room, taking responsibility for students medical needs within the school ensuring procedures and policies are followed, in line with statutory requirements.
- Provide a classroom medical triage service for students reporting medical issues during lessons.
- Provide local Health and Safety monitoring including accident and incident reporting to include completing accident / near miss reports following students and staff incidents.
- Manage and maintain both electronic and manual record keeping systems and processes.
- To support with risk assessments for students with medical care requirements within school and for off-site activities.
- To support in the administration, storage, disposal and record keeping of medication as cited in the Managing Medicines Policy.
- Ensure First Aid Kits and medical supplies are regularly checked and maintained.
- To support in the arrangement of First Aid training courses.

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- Provide administrative and organisational support that meet the needs of the school's welfare and pastoral team, in particular focusing on referrals. You will be required to deal with correspondence and communications with parents.
- Provide an effective communication service, liaising with pupils, carers, staff and external agencies by telephone, email, letter or in person.
- Ensure the Safeguarding and Child protection policies are applied and vulnerable groups of students are supported appropriately, including providing supervision for students within the limits of responsibility defined by the head of department
- Coordinate, manage, promote and complete the implementation of low-level support referrals.
- Liaise with external agencies in relation to the welfare needs of students if required.
- Be responsible for completion, and on-going updating, of statutory forms, and the timely submission of relevant returns, including those to external agencies.
- Liaise with other external and internal professionals around their referral processes e.g. the Thoughtful team, school nurse, or school counsellor.
- Instigate meetings and prepare documentation/reports to support them if requested.
- Arrange for counselling/support sessions if directed.
- Support in the administration of alternative provision programmes as directed.
- Undertake word processing and IT based tasks including operating relevant equipment and advanced IT packages.
- Input data into 'Go4Schools', undertaking analysis and interpretation of data and producing reports when required.
- Provide administrative support for other pastoral requirements if requested.
- Undertake other duties commensurate with the grade of the post as may be reasonably required by the Line Manager

Role: Welfare and Pastoral Assistant

Person Specification

Level of Knowledge

- Knowledge and understanding of operational procedures, preferably within a pastoral team.
- Some knowledge of a management information system and understanding of the collection, reporting and use of data.
- Knowledge of the principles of managing situations and a reasonable knowledge of child health and general First Aid procedures.

Qualifications

- The equivalent of 5 GCSEs to include Level 2 English and Maths.
- Appropriate ICT skills
- Current First Aid Certificate – preferably in First Aid at work

Experience

(preferred but not essential)

- Experience of working as part of an administrative team providing effective operational support
- Evidence of personal and professional development through work related experience
- Previous experience in administering First Aid

Skills

Key Skill 1

Ability to operate within a demanding administrative service and work under pressure to sometimes meet demanding deadlines

Key Skill 2

Demonstrate good oral and written communication skills and adapt written style to meet the needs of different audiences

Key Skill 3

Demonstrate ability to organise own workload and act with initiative where appropriate

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Key Skill 4

Good level of IT skills including MS Office applications and Management Information Systems

Key Skill 5

Work efficiently with close attention to detail in order to deliver an effective service.

Competencies

- Works well as part of a team valuing others' differing perspectives.
- Continually seeks opportunities to improve tasks that are within their area of control.
- Models and reinforces excellent behaviours