



# BENTON PARK SCHOOL

*'Creating a climate for great learning, success and opportunity'*

## **JOB DESCRIPTION**

<b>Post</b>	<b>Pastoral Administrative Assistant – Post 16</b>
<b>Allowances:</b>	<b>B1</b>
<b>Responsible to:</b>	<b>Assistant Headteacher – Post 16</b>

### **PURPOSE OF THE JOB**

The post holder will support the Key Stage Leader and Assistant Headteacher, Post 16 in all elements of their administration. This will ensure that the Key Stage Leader/s is/are able to function effectively to develop the progress of students.

The role will include communicating with parents/carers and assisting the Key Stage Leader and Assistant Headteacher, Post 16 in ensuring parents/carers are fully aware of their child's progress, both personally and academically. The post holder will ensure they work to resolve any initial conflict with parents/carers.

The post holder will also work with students to ensure they are fully prepared for their learning, dealing with minor incidents of students not meeting Sixth Form expectations and supporting the Sixth Form Tutors, Key Stage Leader and Assistant Headteacher Post 16 in their role.

### **Specific responsibilities**

- To support the Key Stage Leader and Assistant Headteacher, Post 16 to remove barriers to learning for students and ensure they are prepared for their learning.
- Assist in supporting and improving student performance, progress, behaviour and attendance.
- Assist the Key Stage Leader and Assistant Headteacher, Post 16 to ensure students actively participate in Sixth Form activities and events, including the timely preparation of administration for activities and events.
- Maintain a current knowledge of students in the Sixth Form that require pastoral support; to be accepted as a person they can turn to for guidance.
- To assist the Key Stage Leader and Assistant Headteacher, Post 16 in creating an orderly atmosphere and working ethos across the Key Stage – this will primarily focus on maintaining a quiet and purposeful supervised study environment for students throughout the day.

**Headteacher: Miss D Martin**

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- To co-ordinate and maintain accurate recording systems, and other sources of data, to support and monitor the positive and negative aspects of student behaviour and identifying behaviour patterns.
- To assist the Attendance Officer with monitoring, evaluating and improving attendance and punctuality.
- To take responsibility for the monitoring of lesson attendance (including supervised study), identifying trends and working with members of the Sixth Form team, students and their families to bring about improvements for identified individuals.
- To assist in the implementation of strategies to promote the welfare, guidance, personal and social development of students.
- To support and promote the effective organisation and development of Student Voice and Student Leadership across Sixth Form.
- To assist in the organisation, monitoring and promoting of students' achievements and successes and to celebrate them, including the organisation of Rewards Events and displays.
- To support the organisation and operation of effective and well attended Sixth Form Parents Evenings.
- To support the organisation of a wide range of internal and external Sixth Form events.
- To support SEND admin for students as required, including supporting the communication, operation and administration of appropriate exam access arrangements.
- To ensure timely and accurate completion and dissemination of individual student plans to support health, safety and learning, including PHPs, Risk Assessments, Individual Health care plans etc.
- To support the development, delivery and administration of Early Help plans for individual students.
- To assist in the organisation and operation of key whole school events, including attendance at Open Evening, Induction Events and Key Stage Events and Educational Visits, as required.
- To support the co-ordination, delivery and administration of the whole school mentoring programme.

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- To support the development and delivery of extra-curricular activities and enrichment opportunities within the Sixth Form.

## **Additional Duties**

- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- The post holder may be required from time to time to undertake lunch or break time duties as requested by SLT.
- The post holder may be required to assist with the invigilation of internal and/or external assessments.
- To assist with the supervision of students out of lesson times, including before and after school, break and lunchtime.
- Support and promote the school's policies on Diversity and Equality of Opportunity.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding ensuring all concerns are reported appropriately in a timely manner.
- To be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data ensuring all concerns are reported appropriately in a timely manner.
- Undertake any other duties commensurate with the grade of the post.

## **VARIATION IN ROLE**

- Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post holder.

## **HEALTH & SAFETY**

- The post holder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

**Benton Park School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

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Job Title: Pastoral Admin Assistant – Post 16

You should be able to provide evidence of:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> <li>• Good IT skills and demonstrably good levels of literacy and numeracy</li> <li>• Experience of working to deadlines</li> <li>• Ability to accurately analyse data sets</li> <li>• Understanding of data management principles, including responsibilities for secure storage and movement of data.</li> <li>• Experience of working with young people(11-18)</li> <li>• Experience of developing and maintaining effective communication systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a secondary educational environment.</li> <li>• Experience of effectively managing difficult circumstances including conflict.</li> <li>• Experience of working with children and families with complex needs.</li> </ul>
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• The principles and practices of good data management and how these contribute to operational planning and delivery.</li> <li>• The application of ICT packages for efficient and effective data management and administration</li> <li>• Understanding of Safeguarding and Child Protection issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Strategies for ensuring equal opportunities for staff, students and other stakeholders</li> <li>• Understanding of SEN administration with regard to examinations.</li> <li>• Supporting students through transition process.</li> </ul>
Skills & abilities	<ul style="list-style-type: none"> <li>• Well developed analytical, planning and organisational skills</li> <li>• Accuracy in inputting and preparing internal and external information in various formats as directed.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work with a wide range of data effectively.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Able to prioritise work and to manage work to meet tight deadlines</li> <li>• Adaptability to changing circumstances/ideas</li> <li>• Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed interpersonal, written, oral and presentation skills</li> <li>• Work effectively as a member of a team.</li> <li>• Make decisions based on analysis, interpretation and understanding of relevant data and information</li> <li>• Ability to address issues/queries</li> <li>• Evidence of problem solving ability</li> </ul>	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>• Reliability, integrity and stamina</li> <li>• Adaptability to changing circumstances/new ideas</li> <li>• Ability to inspire confidence in staff, students, parents and others</li> <li>• A commitment to inclusive education</li> </ul>	<ul style="list-style-type: none"> <li>• Determination to succeed and the highest possible expectations of self and others</li> <li>• Resilience and perspective</li> </ul>

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