



Pastoral Support Assistant

Job Title: Pastoral Support Assistant

Role: To provide quality administrative support to the leadership team with regard to behaviour and rewards.

Line Manager: Assistant Headteacher

Duties:

- Providing administrative support to the leadership team, including correspondence, detentions, logging pupil's behaviour records, running reports and producing detention registers
- Notifying parents of pupils' detention and Internal Suspensions
- Collating supporting materials and documentation required for exclusions, reintegration and suspension meetings
- Maintaining files and data used within the behaviour administration systems
- Analysing behaviour and attainment data and produce reports, documents and correspondence
- Support running of Internal Suspension
- Monitoring the use of Class Charts for behaviour and rewards
- Providing support to all stakeholders (including parents/ carers) on the use of Class Charts
- Producing certificates for end of term awards and Proud Friday events
- Support in Student Welfare Services

Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

Personal Specifications

Essential

- Educated to GCSE level C or equivalent in Maths and English
- Effective interpersonal and communication skills
- Ability to prioritise workloads and work to deadlines
- Ability to work effectively as part of a team and to act on own initiative

- Good knowledge of Microsoft Office packages
- Resilience
- Good behaviour management
- Good working interactions with students
- Some knowledge of a school setting.
- Empathetic

Ideal but not essential

- Experience working with SIMS
- Experience of Excel
- Experience of working in a school environment

The Hamble School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Candidates will be subject to DBS checks along with other relevant employment checks.