

**NOTRE DAME HIGH SCHOOL
JOB DESCRIPTION**

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	SEND/Pastoral Administrator (open to Job Share applications)
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Working Pattern	42 Hours per week (Monday – Thursday 08:00 – 17:00, Friday 08:00 – 16:30) Term time only (with some school holiday weeks to be worked by negotiation, supporting in other areas e.g. covering school reception)
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Salary	Scale G: £24,054 - £26,357 p.a. pro rata (pay award pending) (actual starting salary £23,485 per annum 42 hours per week, Term-time only – pay award pending)
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Purpose of the Job	<p>The SEND/Pastoral Administration Manager will support the implementation of the Notre Dame High School Mission Statement, and the Hallmarks of the Notre Dame Schools.</p> <p>In particular, they will support the work of the pastoral team which encompasses the SEND department. This will involve taking responsibility for and improving administrations systems to ensure an efficient and effective service. This includes interacting with students on a daily basis and liaising with parents and outside agencies.</p>
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Responsible To	Assistant Headteacher: Inclusion
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Responsible For	N/a
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Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	High
	Degree of Responsibility for Children	Medium

Conditions of Employment	The conditions of employment for members of non- teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.
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Purpose of Role:

To contribute to teaching and learning, Pastoral Care and Safeguarding in the school, by improving, developing and operating the administrative functions within the Pastoral Team and SEND department.

This will include providing administrative and PA support to;

- Heads of Year (HOYs)
- SENCO
- SEND Inclusion Leader
- SEND Assessment & Intervention Managers (Admin support)

Primary Responsibilities:

The postholder will be responsible for the following;

- Projecting an orderly, welcoming and efficient image of the school in line with our distinctive ethos to all stakeholders.
- Managing and co-ordinating the work of the Pastoral/SEND Team, ensuring that systems across all areas are efficient and effective and provide a high-quality service.
- Provision of a PA service to the Heads of Year/SENCO/SEND Inclusion Leader including; organising meetings, noting and co-ordinating follow up actions at the end of key meetings and from correspondence.
- Liaison with external multi -agencies and stakeholders with respect to all aspects of the welfare of students.
- To communicate proactively with parents, using initiative to deal personally with all enquires, concerns and issues in the first instance and subsequent liaison with HOYs and SENCO.
- Reviewing and leading on routine systems and procedures to ensure that things run smoothly in areas such as parents' evenings, SEND reviews, alternative timetable provision, student reports and other intervention, etc.
- The post holder will regularly use outlook, word, excel, our MIS (Bromcom), CPOMs and with training will need to achieve a high level of proficiency.
- Recording safely information held on students including Child Protection records/CAFS/ the Special Education Needs register/Student reviews/Pastoral and SEND Support plans. This includes the collation and dissemination of information to staff, parents and other agencies as applicable.
- Providing a support service to students in relation to uniform,
- Ensure all statutory and other requirements are met across the team e.g. safeguarding, exclusions.
- Overseeing timetable arrangements for new students, LSAs, Teaching assistants, lunchtime support and extra -curricular activities.
- Supporting with Parents' Evenings/Open Mornings etc. when required.

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.