



The Piggott School

## Job Description

**Job Title:** Pastoral & Communications Assistant KS5

**Responsible to:** Key Stage Manager

**Working to:** Pastoral Team and SLT

**Salary Grade:** 5

**35 hours per week 8.00am – 3.30pm to include ½ hour unpaid break  
Term time only plus two weeks during the summer break**

### The Purpose of this role is:

This role will work in partnership with the Sixth Form Leadership Team in order to provide pastoral and academic support for all KS5 learners. Focusing on the achievement and personal development of the young people in our Sixth Form, the Pastoral and Communications Assistant will provide bespoke advice and guidance to students, and their families, throughout their learning journey at The Piggott School.

This role will lead on the operational management of all communication for the Sixth Form Team, both within the school community and beyond. A proactive approach to the role, demonstrated through efficiency, initiative and high levels of organisation, will secure a first-class experience for all members of the Sixth Form community.

Promoting effective communication between internal and external stake holders will be central to the success of this role.

### Main Duties and Responsibilities for the Pastoral and Communications Assistant for KS5:

#### Pastoral and Communications:

1. To provide advice and guidance to all students within Key Stage 5, responding to student, staff and parental queries as they arise. Sharing information and reporting directly to the Key Stage Lead and the Heads of Year in regards to pastoral and academic needs of the students, leading towards improved outcomes.
2. To actively promote and model the safeguarding principles of the school, whilst assisting the pastoral team with targeted child protection and safeguarding intervention as required.
3. To monitor and complete daily scrutiny of attendance, leading to communication with relevant stakeholders and intervening as required to secure high levels of engagement.
4. To assist the pastoral team in efficient and accurate record keeping, including all administration tasks for students. These may include minutes, referral forms, digital platforms and any other types of communication.
5. To provide supervision or the monitoring of students within the Sixth Form study areas.

6. To organise and structure the delivery of mental health intervention (counselling) taking place on the school site.
7. To support with the successful planning and execution of parents' evenings and other pastoral events such as open evenings, trips, information evenings, achievement assemblies and intervention meetings.
8. To consult, liaise and communicate with external agencies as appropriate, maintaining adequate records using the school information management systems and adhering to GDPR, KCSIE and other legal requirements.
9. To support the planning and execution of off-site learning opportunities. To occasionally escort and supervise students on educational visits and out of school activities.
10. In exceptional circumstances, to undertake whole class supervision in the absence of a class teacher.

**Admissions:**

11. To be responsible for student admissions to The Piggott School Sixth Form in accordance with the school admissions policy, operating as the lead contact for students and parents seeking admission to the school.
12. To liaise with the whole school admissions lead regarding applicants who have an Education and Health Care Plan.
13. To manage and maintain Year 12 and Year 13 student records including the overview of all administrative procedures concerning admissions.
14. To process all internal and external applications requesting admission to the Sixth Form.
15. To take an active role in preparation of the transition process, including information packs, information sharing with partnership schools and the induction of students at enrolment.
16. Other duties as deemed appropriate by the headteacher.

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Job description reviewed: November 2021