



### **JOB DESCRIPTION**

Job Title:	<b>Pastoral Admin Support Worker</b>
School:	<b>The Cornerstone Academy</b>
Responsible to:	<b>Assistant Principal - Student Behaviour</b>

### **Purpose of Role**

- 1) To support the Head of Year teams by ensuring day-to-day behavioural reporting administration is completed for all members of the Head of Year teams.

### **Main Duties & Responsibilities**

- 1) To provide administrative support to the Head of Year team and Progress team collectively.
- 2) To accurately log any student removals from lesson as they occur.
- 3) To complete paperwork relating to fixed term suspensions and internal exclusions.
- 4) To support in ensuring the internal exclusion room is fully equipped and prepared for daily learning to take place.
- 5) To liaise with schools within the cluster school group in United Learning under the direction of the Senior Leadership Team.
- 6) To communicate with the attendance team regarding students' attendance in line with school policy.
- 7) To be a second adult in the internal isolation room, ensuring an effective, purposeful and strong learning environment for students who are unable to attend the classroom environment.
- 8) To support in removing barriers to learning that could arise under the behaviour policy, such as, students uniform and equipment.
- 9) To liaise with other teams within the school as appropriate.

### **Other duties:**

- 1) Support the school's fire and emergency procedures by being familiar with the instructions, located in all teaching areas, for staff and pupils – and take appropriate action should the need arise.
- 2) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office is informed.
- 3) Retain the confidentiality of all aspects of school life.
- 4) Encourage a culture of listening to children and taking account of their wishes and feelings among all staff, in any measures the Academy may put in place to protect them.
- 5) Undertake appropriate external training on Safeguarding, Child Protection and attendance, as appropriate, and remain well informed of current procedures and best practice
- 6) Contribute to the termly LGB Safeguarding report

- 7) Undertake such other duties as may be required from time to time commensurate with the level of the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 8) Comply with all decisions, policies and standing orders of the school, United Learning and BCP Council; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 9) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedures.

Prepared by: The Cornerstone Academy  
April 2025

This job description is current at the date shown, but following consultation with you, may be changed by the principal to reflect or anticipate changes in the job which are commensurate with the salary and job title

*I confirm that I have read and understood the details contained in this job description.*

*I understand that by signing this document, I agree to the terms and conditions contained within it.*

<b>Signed</b>  <b>Print Name</b>	
<b>Dated</b>	

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<b>ATTRIBUTES</b>	<b>CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous school experience desirable</li> <li>• Microsoft IT and data analysis</li> <li>• Management Information system experience desirable</li> </ul>	Application form Interview References
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> </ul>	Application form Certificates Interview
<b>Aptitudes &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent inter-personal skills</li> <li>• Strong management and organisational skills</li> <li>• Ability to handle confidential information with discretion</li> <li>• Ability to understand, respect and value young people's views</li> <li>• Pro-active and display initiative</li> <li>• Analytical/problem-solving aptitude</li> <li>• Methodical approach to work</li> <li>• Outstanding organisational skills</li> <li>• Ability to work within deadlines</li> <li>• Good team player, but also to work autonomously</li> </ul>	Application form Interview References
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of school's behaviour and management policy and procedures</li> <li>• Knowledge of school's fire and emergency procedures</li> <li>• Knowledge of Child Safeguarding procedures</li> </ul>	Application form Interview References
<b>Attitude / Motivation</b>	<ul style="list-style-type: none"> <li>• Self-motivated, flexible and open to change</li> <li>• Enthusiasm for working in an educational environment</li> <li>• Motivation, personal confidence, leadership and negotiation skills</li> </ul>	Application form Interview References
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to Equal Opportunities</li> <li>• Enhanced DBS check</li> </ul>	Application form Interview References DBS process