



Brentwood School

Sixth Form Pastoral Mentor and Administrator

September 2020

Department:	Sixth Form
Hours:	Full-time (Term-time, including staff INSET days (plus up to 5 days in the holidays to be agreed), 8.30am - 5.00pm
Report to:	Director of Sixth Form
Contacts:	Deputy Head Pastoral, Director of Sixth Form, Sixth Form Heads of Year, Deputy Heads of Year, Form Tutors, Pastoral Mentors in the 1st - 5th Year, Director of Wellbeing, Designated Safeguarding Leads and Deputies, SAN nurses, Boarding Housemasters, SENDCo, Chaplain, School Counsellor, Admissions and Communications Team, Director of IB, Central Admin. Team and Exams Office.
Job Purpose:	<p>The Sixth Form Pastoral Mentor and Administrator will be a key member of the Sixth Form Team and he or she will provide pastoral and administrative support.</p> <p>This role is an exciting opportunity for somebody with a passion for education who feels comfortable working alongside young people, their parents and a range of educational professionals.</p>
Key Tasks	<p>Please note, this list is not exhaustive and may be changed at the reasonable request of the Director Sixth Form, Deputy Head (Pastoral) or Headmaster.</p> <ul style="list-style-type: none">• To assist the Sixth Form Heads of Year and Director of Sixth Form with the pastoral care, wellbeing and promotion of individual pupil development;• Triaging parental queries via phone and email and pupils when appropriate;• Complex diary management; organising and scheduling meetings / bookings for events;• Producing correspondence, letters / minutes / agendas / action notes as required;

	<ul style="list-style-type: none"> • To ensure accurate record keeping for pupil files, including the use of CPOMS (Child Protection Online Management System) to record safeguarding concerns; • To take ownership for the scheduling, organisation and tracking of Prefect duties in liaison with the Director of Sixth Form; • To be a representative for the Sixth Form Team at key marketing events such as open evenings / options evenings / recruitment events (this may include some Saturday events to be agreed); • To play an active part in the development and organisation of the pupil Wellbeing and Sixth Form Enrichment programmes; • To offer active listening to pupils using the appropriate school system;. • To support the Sixth Form Team in the communication, follow up and tracking of behaviour management and reward processes; • To assist the Sixth Form Heads of Year and Director of Sixth Form in building relationships with parents and to provide support in cases in which there is serious concern about pupil attendance; • To attend meetings with parents and colleagues as required; • An opportunity for the right candidate to work with small groups of pupils to develop positive relationships, using a restorative approach to conflict and behaviour management.
Essential Qualifications, Experience and Character Traits	<ul style="list-style-type: none"> • Have excellent administrative and organisational skills; • Have strong IT skills with desired experience in the Google Suite / Microsoft Office / Database management; • Be highly organised with the ability to prioritise and work to deadlines; • Be an effective communicator with a commitment to contribute to the development of the School; and resilient; • Somebody who would enjoy the fast-paced and ever-changing nature of a school; • Possess strong interpersonal skills to deal sensitively with pupils, parents and staff; • Display discretion; • Be able to work as part of a team and exercise effective judgment in terms of when to work independently; • Be able to take the initiative; • Be able to stay calm under pressure; • Have a good sense of humour; • Be committed to on-going professional development; • Be committed to the values and culture of the School; • Display a commitment to the highest standards of professional behaviour and, at all times, to promoting the welfare and safeguarding of children; • Experience of working in an educational setting desirable, but not essential.
	<p>To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead.</p>

To find out more about this role please contact the HR Department at hr@brentwood.essex.sch.uk who will be able to put you in touch with the Director of Sixth Form, Lauren Austen