

## JOB DESCRIPTION

<b>School:</b>	<b>THE FITZWIMARC SCHOOL</b>
<b>Post:</b>	<b>Primary Liaison Co-ordinator / Pastoral Assistant</b>
<b>Scale :</b>	<b>Scale 5 points 8-11</b>
<b>Responsible to:</b>	<b>Student Services Manager/Assistant Headteacher (Primary Liaison)</b>
<b>Post holder:</b>	



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### Overall purpose of the job:

To work with the Assistant Headteacher Primary Liaison to promote effective communication with all our partner primary schools, promoting the school to become the secondary school of choice locally and ensuring smooth transition which enable sustained pupil progress.

To provide administrative and practical assistance for the Head of Year and Assistant Head – Pastoral in promoting student well-being, good attendance and punctuality in order to improve learning, in conjunction with form tutors, subject teachers, Heads of Department/ Faculty and the SENCO and Head of Careers as appropriate.

### Duties and responsibilities:

#### Primary Liaison Co-ordinator

- To promote the image of FitzWimarc in the community of primary schools. Promote the school to become the school of choice locally.
- To promote effective continuity and progression between Key Stages 2 and 3.
- To effectively collate, interpret and use data from the primary schools to support transition.
- To ensure the effective transfer of pupil information, pastoral and academic, from the primary schools to relevant staff at FitzWimarc.
- To organise effective induction arrangements for pupils joining the school from a range of primary schools.
- To liaise with parents, primary headteachers and Year 6 teachers over transfer arrangements.
- To liaise with the SENCO, class teachers and outside agencies as necessary in helping to provide an appropriate education for pupils with special needs.
- To liaise closely with the head of year 7 and SENCO over short, medium and long term planning for pastoral care.
- To represent the school at meetings with outside agencies and other schools as necessary.
- To facilitate the work of KS3 co-ordinators in terms of primary liaison and communication.

#### Pastoral Assistant

- establish and maintain good relationships with all pupils, parents/carers, colleagues and other professionals
- conduct investigations into student disciplinary issues and/or allegations about other students;
- arrange meetings with parents and outside agencies and attend as appropriate;
- respond to individual students' needs by implementing a range of strategies including referral for counselling;
- ensure individual pupil's medical needs are catered for and incorporated into their school day, in liaison with relevant staff
- ensure that welfare and Child Protection matters are passed to the Named Person in accordance with statutory and school policy;

- complete referral forms in liaison with parents/carers
- allocate and supervise detentions for uniform and lateness, monitoring students' attendance at these detentions and setting further sanctions as necessary;
- contribute to PSPs and to the disciplinary hearings of students who are permanently excluded;
- collate and provide work for excluded students, where necessary;
- analyse student attendance/punctuality data as recorded on SIMS;
- follow up student absences and lateness by telephone or other means, on a daily basis with guidance from relevant colleagues, making appropriate referrals.
- provide timely and accurate attendance and lateness reports to relevant and appropriate colleagues, as well as information for court hearings.
- follow through on individual and/or group sanctions in liaison with relevant colleagues and other professionals including fines and court action.
- conduct student home visits as required eg. to ascertain validity of student absence and encourage attendance at school
- liaise with outside agencies as necessary
- ensure medical care plans are appropriate and current, in liaison with external advisors and are implemented in liaison with school staff, updating all staff on a regular basis
- in cooperation with the primary transition coordinator, collate relevant pastoral, welfare and medical data available on new intake and act accordingly
- investigate and research any newly advised medical condition ensuring appropriate persons are informed of any need to adopt new practice
- record all instances of pupils that visit during the school day reporting trends developing or areas of concern as appropriate.
- inform staff of pupils' medical ailments, updating as necessary and issuing reminders to staff
- contact parents or relatives when pupils are too ill to stay in school and arrange escort home for sick pupils as necessary.
- accompany ill children in an ambulance, as necessary
- organise KS3 & KS4 immunisation sessions which take place at the school
- produce a weekly accident report for senior management
- report appropriate incidents to RIDDOR
- review /provide medical information to those staff taking students off site, advising of ailments and care plans as appropriate
- ensure first aid supplies (kits) are sited appropriately around the school and check their contents regularly and ensure first aid equipment/medication is current and restocked as required
- liaise with SENCO and LSAs as appropriate;
- provide administrative support for, and promote the use of, the Rewards System;
- maintain records relating to students' behaviour/sanctions/rewards and appropriate detailed medical data on SIMS
- maintain and update displays and information on Pastoral and Year Group notice boards, celebrating individual and group successes;
- gather and assess feedback and ideas from students that helps to improve procedures and practice e.g. through Kirkland Rowell surveys and similar;
- contribute to the Pastoral team, developing the pastoral support system and attending meetings as required; □ attend and contribute to Information assemblies;
- attend and contribute to parent evenings
- undertake lunchtime duties on a rota system;
- assist in the provision and supervision of the student support room, covering absence of the Student Inclusion Co-ordinator as required.
- undertake examination invigilation as required
- to be Fully Qualified First Aider and administer first aid, medication and support as necessary ensuring compliance with nationally approved healthcare procedures
- Keep up to date with relevant information relating to pastoral and medical care
- undertake relevant training and development activities commensurate to the post
- comply with all school policies and procedures particularly safeguarding, child protection, confidentiality and security

## General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace □  
Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by.....(Postholder)**

**And .....(Headteacher) Date .....**

PSPs - Pastoral Support Programmes  
EWO - Educational Welfare Officer  
LSA – Learning Support Assistant

EP – Educational Psychologist  
SENCO – Special Educational Needs Co-ordinator