

PA TO SENIOR TEACHING STAFF – JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	PA to Senior Teaching Staff
Reports to:	Deputy Head Pastoral
Department:	Academic Support
Hours per week:	37.5 hours per week
Contract Type:	34 weeks per year
Probationary Period:	6 months (but may be extended dependant on performance)

Key working relationships:

SLT (Senior Leadership Team) - Deputy Head Academic and Deputy Head Pastoral
Assistant Heads and Heads of Section
Pastoral Divisional Leads
Executive Assistant to the Head
PA to the Bursar

Job Summary

To support the Senior Leadership Team (SLT) and Heads of Section by providing administrative and operational support. This includes managing the Emergency Duty Response (EDR) process, performing secretarial duties and handling various administrative tasks to ensure the smooth and efficient running of SLT operations.

Attendance Support

- Triage Emergency Duty Response (EDR) alerts to Pastoral Division Leads and SLT
- Actively monitor and follow up on pupils to ensure they are where they are supposed to be during College hours.
- Maintain accurate and up-to-date student attendance records using the school's management information system (e.g., iSAMS).

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- Produce regular attendance reports for senior leadership, Heads of Section and external agencies as required.
- Support the Deputy Head (Pastoral) in identifying and addressing patterns of absence or punctuality issues.
- Assist with the administration of attendance-related policies, including leave of absence requests and registers for school events.

Academic Support

- Arranging and managing the parents evenings
- Setting up baseline testing assessments
- Uploading pupil progress reports to the portal

Co-Curricular Support

- Provide administrative support to the Assistant Head Co-Curricular in planning and delivering the school's co-curricular programme, including clubs, societies, trips and events.
- Maintain the co-curricular calendar and ensure accurate communication with staff, students and parents.
- Assist in the organisation and risk assessment processes for educational visits and activities.
- Coordinate staffing, room bookings and logistics for co-curricular events.
- Coordinate Music and Trinity Drama lessons and exams
- Support record keeping and evaluation of student participation in co-curricular activities including updating digital tracking systems.
- Liaise with external providers and manage associated correspondence and contracts as required

Secretarial Duties

- Serve as the first point of contact for teaching SLT communications, screening calls, and responding to inquiries.
- Draft, proofread and format correspondence, reports and presentations.
- Handle confidential information with discretion and professionalism.
- Support SLT and Heads of Section
- Manage SLT calendars, schedule meetings, and coordinate appointments.
- Assist in the organisation and coordination of school events and activities.
- Liaise with other departments and external contacts as needed to support the Academic Leadership Team.
- Update information screens in academic areas

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

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Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.

June 2024